



Marta Delos Santos

JUNIOR FRONT-END DEVELOPER

Experienced Admin / Finance Specialist, detail oriented.

Strong collaboration and communication abilities.

Beginner Front-end Developer based in Warsaw, Poland.

EXPERIENCE

EDUCATION

2022-2023

Front-end Developer

SheCodes

2021-2022

English Studies

Vistula University

2010-2013

**Bachelor of Science in
Logistics**

University of Social Sciences

2019-Present

Leadenhall Insurance S.A.

Settlement Specialist

Responsible for monthly reports for the Syndicates, project coordination in our internal system, new team members onboarding.

2018-2019

Leadenhall Insurance S.A.

Finance Dep. Assistant

Financial and business reports, cooperation with the brokers, payment service and debt collection

2017-2018

iFree Sp. z o.o.

Office Manager

PayPal and bank transfers to the clients (domestic and foreign), proper office functioning, cooperation with banks and accounting office, maintaining the office documentation, assistant support for team members and Management Board,

2016-2017

Icentis Capital Sp. z o.o.

Administrative Specialist

Preparing and archiving documents (office and for the Board), assistant support for Management Board (business trips, events), keeping in check company's settlement with contractors.

CONTACT

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Email

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Portfolio

martadlsnts.com

(github.com/mdlsnts)

SKILLS & TOOLS

React.js

Responsive

HTML, CSS, JS

MacOS

VSCode

AgilePM® Foundation