

# SYLWIA TONDERSKA

## BEGINNER TESTER

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I am a responsible, flexible & enthusiastic person. I have proved myself to be hardworking, a team player and self motivated in my approach to any working environment. I am very keen to have the opportunity to take on new learning challenges in a new area of employment.



### RESPONSIBILITIES

- Production operative – A key task in this position, was to prepare appropriate packages for customers, operate machines to produce key customer products and then verify quantity and quality. I was also in charge of onboarding new people
- General operative - The tasks I carried out in this role involved controlling the order flow for customers. Verification of customer expectations versus implementation of the team. I also conducted job training for newly hired employees
- Sales Assistant - Support sales of key product to customers, customer service. Preparation of internal sales reports. Taking care of the company's image. Preparation of inventory reports
- Kitchen interior designer - Gathering customer requirements, style survey. Preparation of measurement, preparation of preliminary designs and visualizations to verify customer expectations. High interpersonal skills and ability to negotiate. Preparation of the final design and supervision of the implementation team.
- Leader of the Accountant - preparation of accounting settlements, working in the DGCS system. Verification of balance sheets of key customers. Preparation of documents for key customers including tax settlements.

### EXPERIENCE

<b>Leader of the Accountant</b> <b>Accounting office "Bilans 2"</b>	<b>08.2011-10.2011</b>
<b>Kitchen interior designer</b> <b>PHU Arcus</b>	<b>06.2010 – 07.2011</b>
<b>General operative</b> <b>Hewlett-Packard</b>	<b>09.2007- 08.2008</b>
<b>Production operative</b> <b>IBM</b>	<b>09.2006 – 07.2007</b>

### EDUCATION

#### Master of Economics

Technical University in Radom  
2000 – 2005

### COURSES AND TRAININGS

Euro Accountant

ECDL Start

Operation of human resources and payroll programs "Gratyfikant";  
"Płatnik"

Introduction to automated testing - challenge

### LANGUAGES

English | Beginner A2

### ADDITIONAL INFORMATION

Program handling: MS Office, Google Workspace, Płatnik, Gratyfikant, PRO 100, Gemini CAD, Slack, Git, GitHub, Selenium WebDriver, Pycharm

Driver's license, category B