



CONTACT



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Natalia Sektas

EDUCATION

ISCTE BUSINESS SCHOOL - UNIVERSITY INSTITUTE OF LISBON 2022-2023

- BUSINESS AND ADMINISTRATION - ERASMUS
SCHOLARSHIP

UNIVERSITY OF WARSAW FACULTY OF MANAGEMENT 2020-2023

- FINANCIAL MANAGEMENT AND ACCOUNTING
BACHELOR'S DEGREE STUDIES

LANGUAGES

- POLISH
NATIVE SPEAKER
- ENGLISH (C1)
LANGUAGE PROFICIENCY CERTIFICATE -
UNIVERSITY OF WARSAW 2022
- FRENCH (A2)

NATALIA SEKTAS



PROFESSIONAL EXPERIENCE



FACULTY OF MANAGEMENT UNIVERSITY OF WARSAW

MAY 2022 - JULY 2022

MARKETING ASSISTANT

- Creation of graphic designs
- Supporting the promotion section
- Media support for the event



P&G POLAND

JULY 2019 - JULY 2022

OFFICE ASSISTANT

- Handling foreign customers
- Transport documentation
- Handling of company correspondence



ENGLISH TUTOR

SEPTEMBER 2020 - NOW

- Substantive and practical preparation for
examinations, certificates and tests



CERTIFICATES AND TRAINING

Anna Stachniuk

CERTIFICATE - PERSONAL BRAND BUILDING

Efficient Marketing

CERTIFICATE - SOCIAL MEDIA MARKETING

Joanna Stefaniak

CERTIFICATE - SOCIAL MEDIA MONITORING TOOLS

PwC Poland

COACH TRAINING - PSYCHOLOGICAL SAFETY IN A WORKPLACE



SKILLS



CREATING AND RUNNING MARKETING CAMPAIGNS



RUNNING FACEBOOK, INSTAGRAM, TIKTOK AND YOUTUBE ACCOUNTS



RUNNING SPOTIFY PODCAST



CANVA & GOOGLE ADS

STUDENT ACTIVITY

STUDENTS' COUNCIL OF THE FACULTY OF MANAGEMENT AT UW

President of the Promotion and Public Relations Committee

November 2021 - present

- Managing a team of 30 people
- Creating the Spotify podcast about business
- Representing Student's council on a Radio Station and on the Faculty
- Organizing a concert, charity events, trips, and courses
- Maintained accounts (SSWZUW): Facebook, Instagram, LinkedIn; editing website
- Acquiring media patronage
- Running a Facebook event with a reach of 200,000.
- Caring for the image of the FM UW Student Government

Member of the Promotion and Public Relations Committee

November 2020 - present

- Knowledge of the promotion and publicity process
- Comfortable with communication and networking
- Ability to work in a team
- Management of social media accounts
- Brand promotion
- Conducting interviews on Youtube
- Creating graphics
- Constant online contact with students
- Creating catchy and encouraging descriptions of events
- Photographing of events

STUDENTS' COUNCIL OF THE UNIVERSITY OF WARSAW

Member of the Committee on Promotion and Business Cooperation

November 2021 - present

- Editing content for the Local Government fan page
- Creating visual identity
- Supporting social and charity campaigns
- Acquisition of business partners

ASTRONOMY ACADEMIC CLUB ENTREPRENEURSHIP OF THE UW

Member of the Promotion Unit

April - September 2021

- Looking after online image
- Maintaining the account on Instagram @knp_uw
- Working as a team and individually
- Overseeing the work schedule

MANAGEMENT FACULTY OF THE UW

Member of the Faculty Council

November 2021 - present

- Representing the student community
- Voting participation

Member of the Teaching Council

November 2021 - present

- Representing the student community
- Voting participation

Faculty's Ambassador

- **AACSB** accreditation process