



## CONTACT

513-125-618  
 n.sektas@student.uw.edu.pl  
 Natalia Sęktas

## 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 SĘKTAS

## PROFESSIONAL EXPERIENCE

- **FACULTY OF MANAGEMENT | MAY 2022 - JULY 2022**  
UNIVERSITY OF WARSAW  
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 <b>CERTIFICATE - PERSONAL BRAND BUILDING</b>	Efficient Marketing <b>CERTIFICATE - SOCIAL MEDIA MARKETING</b>
Joanna Stefaniak <b>CERTIFICATE - SOCIAL MEDIA MONITORING TOOLS</b>	PwC Poland <b>COACH TRAINING - PSYCHOLOGICAL SAFETY IN A WORKPLACE</b>

## SKILLS

- CREATING AND RUNNING MARKETING CAMPAIGNS
- RUNNING FACEBOOK, INSTAGRAM, TIKTOK AND YOUTUBE ACCOUNTS
- RUNNING SPOTIFY PODCAST
- CANVA & GOOGLE ADS

# STUDENT ACTIVITY

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## **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*

## **USTRONOMY 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*