

CONTACT

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LANGUAGES

- English C1
- Spanish B1

SKILLS

- Good organization of work time
- Ability to work in a team
- Fast learner
- Operation of MS Office package
- Driving licence
- Ability to multitask

INTERESTS

- Literature on the first half of the 20th century
- Writing
- Learning languages
- Travel

ABOUT ME

Detail – oriented student with 6 years of experience. Highly organized, self-motivated associate of the project results. Looking to gain experience in Management and Human Resources. Organized company events and employee gatherings.

EDUCATION

University of Milan

Management - master's degree

"Human Resources Management"

Participation in the course – the 4EU+ alliance

Milan, IT

09.2022 – 01.2023

University of Warsaw

Management – master's degree

„Innovative Economy. The Role of Economic Policy”

Specialization – Marketing

Warsaw, PL

10.2021 – now

University of Warsaw

Economy - Postgraduate studies

„Innovative Economy. The Role of Economic Policy”

Warsaw PL

03.2021 – now

Linguistic college

English Philology – bachelor's degree

Specialization - Communication in International Business and Administration

Warsaw PL

10.2017 – 10.2020

WORK EXPERIENCE

National Center of Research and Development

Associate of the project results- monitoring section

Warsaw, PL

07.2021 - now

- Verification of the correctness and completeness of project documents
- Preparation of data in electronic form based on paper documentation
- Monitoring the correctness of the implementation of project documentation within the framework of contracts concluded by DWM
- Preparation of statements, lists, reports, information notes for the needs of the department
- Assistance in carrying out the competition procedure under the terms and conditions of international programs
- Organizing paper and electronic documentation

Regional Sanitary and Epidemiological Station in Warsaw

Contractor

Warsaw PL

03.2021 – 04.2021

- Conducting epidemiological interviews using the SEPIS system

MRES sp. z o.o.

Contractor

Warsaw PL

12.2019 – 01.2021

- Preparation of press releases and announcements, media handling
- Co-create and assist in the implementation of the communication strategy

JetSet sp. z o.o. – Rebel Models

Intern

Warsaw, PL

10.2019 -03.2020

- Editing materials and studies in English
- Coordinate with PR and marketing teams to identify and hire models for paid collaborations
- Organizing castings with clients and candidates
- Cooperation with employees from other offices around the world in English
- Administration of company documentation

Anhen CLL**Yonkers, NY, US***Intern*

07.2019 – 10.2019

- Taking care of the high quality of customer service and the good image of the company
- Implementation of sales targets, implementation of marketing activities resulting in an increase in sales of selected groups of goods up to 30%
- Coordinated of the work of a two-person team
- Coordinated pick up and delivery of stocked supplies

Dance School ESDA**Warsaw, PL***Intern*

11.2017 – 09.2018

- Warmly welcome 120 -140 guests per shift, coordinated check-in, collected insurance, and directed them to their destination
- Managed 2 phone lines and facilitated over 50+ calls/day with clients and stuff
- Maintained an organized, clean, professional workspace and writing area
- Provided excellent customer service with a helpful and friendly attitude
- Smoothly managed the day-to-day front desk operations