



Klaudia Dolińska

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📍 Jana Kazimierza 12/44, 01-248 Warsaw, Poland

EDUCATION

University of Warsaw Oct. 2021 - currently
Faculty of Management
3rd year in the field of Financial Management and Accounting

LXXXI High School na. Aleksander Fredro
Warsaw Sept. 2018 - June 2021

EXPERIENCE

Real estate administrator assistant
ADMiZ, Warsaw
Preparing office documentation, managing e-mail, corresponding with tenants and contractors, receiving and sending correspondence at the post office

Shop assistance
Reserved - Wola Park, Warsaw
Customer service, selling goods, taking care of the store's display, working in the warehouse, packing and sending orders

Visual merchandiser
Douglas - Centrum Skorosze, Warsaw
Taking care of the presentation of goods in the store and on windows, analyzing consumer behavior, customer service

Work at events
Warsaw

- Participation in Chanel promotional campaigns
- Organizational work during events at PGE Narodowy
- Preparing registration for additional classes for children in primary schools
- Store inventories
- Volunteering in the Great Orchestra of Christmas Charity Foundation

SKILLS

- Driving license category B
- Good knowledge of MS Office (especially Excel)
- Knowledge of SPSS software
- POS and SAP system support
- Operating a cash register and payment terminal
- Analytical and logical thinking skills
- Ability and willingness to learn quickly
- Conscientiousness and precision
- Ability to work in a team
- Good manners

LANGUAGES

- Polish - native
- English B2
- German A2

CERTIFICATE

Language Proficiency Certificate
- English, level B2