



# Klaudia Dolińska

✉️ [klaudiadolinska@vp.pl](mailto:klaudiadolinska@vp.pl)

📱 +48 883-134-425

📍 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