

Główne umiejętności

Office Administration
Power Point presentations
Teamwork

Languages

French (Elementary)
Japanese (Elementary)
Polish (Native or Bilingual)
Spanish (Limited Working)
English (Full Professional)
Russian (Elementary)

Certifications

Data Visualization - Attractive Charts and Tables in PowerPoint
Excell Intermediate
Power Point Advanced
Making effective visual slides - advanced PowerPoint
DTP and Graphic Design

Legal administrative with a knack for Visual Arts, Power Point presentations, graphic design and Desktop Publishing
Warszawa, Woj. Mazowieckie, Polska

Podsumowanie

I am open minded and very outgoing person with positive attitude. My experience mostly regard office work and proofreading. I would like to expand the range of my skills and gain new experience, especially where creative tasks connected to visual art are involved.

Doświadczenie

NGL Services

Asistente legal

lipiec 2021 - Present (3 lata 1 miesiąc)

Varsovia, Mazovia, Polonia

One of the Legal Assistants who work in a hub. Supporting all lawyers, advisors and other specialists who work in the NGL Group. The main area is formatting the documents in Polish and English language and also designing PowerPoint presentations (training, proposals, marketing). Also proofreading documents in my native language. Occasionally drafting texts in Polish and English. The other task is also preparing translations from and to the Polish language.

DWF

Legal Assistant

kwiecień 2020 - czerwiec 2021 (1 rok 3 mies.)

Śródmieście, Warsaw, Mazowieckie, Poland

Supporting two Teams: Real Estate and Corporate M&A, Capital Markets during their daily work (transactions mostly). The main tasks included editing different documents as well as preparing PowerPoint presentations. Supporting the CSR Team on all activities and charity actions, for example preparing a few posters regarding their campaigns.

The other task was to cooperate with the MB Team on preparing proposals/ pitches for the prospective and active Clients as well as drafting directories (Legal500, Chambers, IFRL). Occasionally, also preparing simple translations from/to Polish and proofreading documents in my native language.

Bird & Bird

Corporate Legal Assistant / Billing Support

listopad 2016 - kwiecień 2020 (3 lata 6 mies.)

Warszawa, woj. mazowieckie, Polska

Editing documents (e.g. proposals, reports, engagement letters) according to B&B

house style.

Handling meetings (rooms and resources booking).

Outlook calendar management, organizing internal and external meetings.

Day-to-day support for the dedicated Corporate, M&A Team.

Taking care of the information flow.

Preparing marketing presentations in Power Point according to B&B brand, editing, checking compatibility with brand.

Preparing drafts of Power Point proposals, offers and other presentations.

Marketing researches and general cooperation with the Marketing Department.

Preparing drafts of the legal rankings' applications (Chambers,

Rzeczpospolita,

IFRL, Legal 500).

Support during events where B&B acts as a Partner – eg. Annual Lawyers'

Congress of the Association of Listed Companies – preparing drafts of the brochures.

Drafting credentials for new projects in Polish and English.

Administrative support during transactions' closings, signings and post-closing matters (preparing Closing bibles, delivering originals of the documents to the Clients).

Support with preparing court and /or other authorities applications.

Opening new matters in B&B internal systems – preparing conflict checks and basic work according to compliance and risk company's policy.

Occasional translation of the documents from Polish to English and English to Polish.

Support on the invoicing process.

Writing minutes from the internal meetings.

Gruppo Trade Service Sp. z o.o.

Merchandiser

październik 2018 - lipiec 2019 (10 mies.)

Warsaw, Mazowieckie, Poland

Responsible for a proper setting of products, visual exposure and

general merchandising in one of the Warsaw's Carrefour markets. It was

a part job that has been a kind of breaking away from the standard role in administration.

PwC Legal

Legal Department Finance & Administration Assistant

luty 2015 - październik 2016 (1 rok 9 mies.)

Warszawa, woj. mazowieckie, Polska

Editing documents (e.g. proposals, reports, engagement letters).

Handling meetings (rooms and resources booking).

Day-to-day support to the personnel.

Providing of various support to the dedicated group of Partners, Managers and Directors.

Diary and Lotus management.

Handling incoming invoices from external suppliers in IPOS system.

Working with digital archive.

Monitoring the incoming and outgoing correspondence, including traditional mail, courier shipments.

Preparing marketing presentations in Power Point according to PwC brand, editing, checking compatibility with brand. Supporting staff regarding Power Point issues when in need.

Business trips organizations (logistics, ticket and hotel booking).

Support for personnel on filling timesheets and expense reports.

Issuing invoices in accordance with the management accountancy, financial control of the WIPs and other financial support

Organizing internal events for staff.

Taking care of all necessary office supplies.

Independent Tax Advisers Doradztwo Podatkowe Sp. z o.o.

Office Assistant

listopad 2014 - styczeń 2015 (3 mies.)

Daily backup of files.

Editing and formatting documents.

Handling internal meetings and meetings with the clients.

Maintaining incoming correspondence and decratation of it.

Assisting in day to day duties of the Board Members.

Contacts with service providers.

Ordering of office supplies and food products.

Business trips organization.

Organizing of events and conferences.

Daily sending of newsletter.

Updating company's Internet site.

Submission and receipt of the documents to the tax authorities.

KPMG Poland

Junior Secretary

lipiec 2013 - listopad 2014 (1 rok 5 mies.)

Warszawa, woj. mazowieckie, Polska

Editing documents (e.g. proposals, reports, engagement letters)

Preparing the invoices

Handling meetings (rooms and resources booking)

Transferring phone calls

Organizing teleconferences

Working with CRM database (adding new entities, editing data)

Day-to-day support to personnel

Business travel arrangements

Providing of various support to the Partners, Managers and Directors

Quality All Development

Office Assistant

wrzesień 2011 - czerwiec 2013 (1 rok 10 mies.)

General office and reception work.

Digital archiving of documentation on the server.

Monitoring the incoming and outgoing correspondence, including traditional mail, courier shipments and e-mail messages.

Settling accounts of the advances on expenses.

Taking care of all necessary office supplies.

Researching both Polish and English Internet sites in terms of collecting information - selection and categorizing of the found data.

Handling meetings, conferences and trainings.

Proofreading of documents and any other written forms.

Training of new staff of the office.

Translating of documents from English to Polish for internal needs of office.

Wykształcenie

EITCA Academy

Graphic Design · (2019 - 2019)

Expose Lab

DTP and Graphic Design · (2019 - 2019)

Katolicki Uniwersytet Lubelski

Master's degree, Polish Language and Literature · (2005 - 2010)
