

Senior Executive Assistant at Allegro

Podsumowanie

Dedicated Executive Assistant with experience in providing support to C-level roles. Protagonist personality motivated by the purity of intent. Independent specialist in prioritizing, timely planning and coordinating projects. Attentive listener, sensitive yet receptive and honest communicator.

Passionate, reliable, and driven by the proactive “can-do” attitude.

My top 5 Gallup talents:

1. Individualization
2. Competition
3. Relator
4. Woo
5. Maximizer

Doświadczenie

Allegro

2 lata 3 mies.

Senior Executive Assistant

kwietnia 2024 - Present (5 mies.)

Warszawa, Woj. Mazowieckie, Polska

While acting Team Manager (12/2023-06/2024) – Performing additional responsibilities on top of EA’s tasks

- Bridged communication between CEO, Executive Team, and the organization.

- Managed the Executive Office Team to enhance efficiency within the Executive Team.

Planned & executed company-wide meetings agenda, Operating Plan, and Annual Planning Process.

- Oversaw preparation for and attended Board of Directors meetings, handling logistics, minutes, and action points.

- Adapted to ad hoc changes to maintain efficiency in a dynamic environment.

Executive Assistant

Główne umiejętności

Keynote

Microsoft Office

Problem Solving

Languages

polski (Native or Bilingual)

angielski (Professional Working)

francuski (Elementary)

czerwca 2022 - kwietnia 2024 (1 rok 11 mies.)

Warszawa, Woj. Mazowieckie, Polska

- Managed complex agendas for multiple Executives based on business priorities, collaborating closely with other Executive Assistants.
- Cooperated with direct reports of assigned Executives to understand business units, priorities, and needs for effective prioritization.
- Contributed to planning and executing Allegro Heartbeat and Operating Plan.
- Made timely decisions, addressed process pain points, and proactively sought improvements, driving their implementation.
- Provided comprehensive administrative support including travel management, document handling, reimbursement, and logistics coordination for events and offsites.

Wella Company

Executive Assistant to General Manager CEE

grudnia 2020 - czerwca 2022 (1 rok 7 mies.)

Warszawa, Woj. Mazowieckie, Polska

- Provided high-quality administrative support to GM and Leadership Team, including calendar management, correspondence handling, and business meeting coordination.
- Managed international business trip logistics, corporate presentations, and document workflow.
- Facilitated events creation and management, both virtual and onsite, across three Wella Poland divisions.
- Collaborated closely with HR and FM teams on organizational tasks, including announcements, onboarding, and Rewards & Recognition program coordination.
- Led successful rebranding projects for Wella Poland offices in Warsaw and Łódź.
- Handled additional ad hoc duties as assigned.

CityBee - Shared Mobility

Administrative Assistant, Operations Specialist

maja 2019 - sierpnia 2020 (1 rok 4 mies.)

Warszawa, Woj. Mazowieckie, Polska

- Provided administrative support to Country Manager.
- Managed document flow, including invoicing and corrections.
- Handled internal and external correspondence.
- Oversaw car fleet management via company's internal applications.
- Ensured quality control of internal management processes.

- Established and managed customer service processes to company standards, conducted onboarding and training for Customer Service Team.

Daftcode

Internal Employer Branding Specialist

października 2018 - maja 2019 (8 mies.)

Warszawa, Woj. Mazowieckie, Polska

- Orchestrated internal and external meetings, trainings, and events, including team building activities, job fairs, and CSR initiatives.
- Researched offers and negotiated costs with external vendors, overseeing department budget.
- Directed production of company gadgets and promotional materials, as well as office supply management.
- Managed internal communication to employees.

BOX sp. z o.o.

Facility Manager

grudnia 2016 - września 2018 (1 rok 10 mies.)

Warsaw, Mazowieckie, Poland

- Managed team calendar, scheduled and led business meetings with external stakeholders, and negotiated offers with vendors.
- Handled document management and administration, including record-keeping and cooperation with accounting, prepared monthly turnover reports.
- Oversaw facility supplies and budget planning for investments.
- Controlled client retention, established customer relationships, and maintained direct contact.
- Supported team in recruitment processes and conducted training for new employees.

Wykształcenie

Polsko-Japońska Wyższa Szkoła Technik Komputerowych w Warszawie

Licencjat (Lic.), Sztuka Nowych Mediów - Grafika · (2013 - 2016)

Uniwersytet SWPS

Postgraduate Degree, Zarządzanie Innowacją / Design Management · (2017 - 2018)