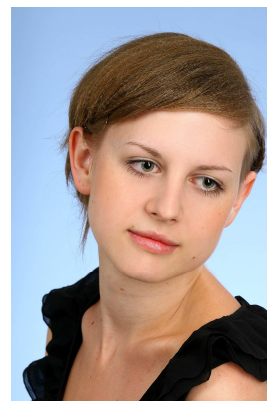


CURRICULUM VITAE



Personal details:

Name: BARBARA SZYMONIS-SZYMANOWSKA
Nationality: Polish
Date and place of birth: 22.10.1986, Wroclaw, Poland
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Education:

Oct 2005 – June 2010 **University of Economics** in Wroclaw, Poland

- master degree program in Finance and Banking
- area of expertise: Financial Management

Work experience:

from Sept 2010 **Fujitsu Technology Solutions**, Lisboa, Portugal
Service Desk Technician

- providing technical assistance by phone/mail to the client Electrolux
- finding solutions to issues related to IT infrastructure (MS Office, Lotus Notes, SAP, networks)

June – Sept 2010 **Hewlett-Packard Company**, GBS Staffing, CA&SS Global Business Services, Wroclaw, Poland
Recruiter

- handling general recruitment activities
- conducting phone interviews with candidates
- screenings & accessing candidates for clients

Nov 2008 – Mar 2009 **Ordipol Sp. z o.o., Orsay**, Bielany Wroclawskie, Poland
Trainee in the Finance Department

- organizational support of the department
- posting payments onto SAP
- providing assistance to the department in the area of basic accountancy

2005 – 2009 various summer jobs, e.g.: waitress (Spain), office worker (UK), receptionist (UK)

Additional activities:

from June 2009 member of the Student Voluntary Service **2wroclaw** and the **Erasmus Student Network**, Wroclaw, Poland

- support of the international students (buddy system)
- being a mentor for the group of students from Portugal, Spain and India
- integration of exchange students
- being a member of tandem-language exchange
- organizing activities for Erasmus students

2007 – 2010 volunteering in various projects e.g.:

- **31st Review of Stage Songs**, Music Theatre in Wroclaw, Poland

- **Ethno Jazz Festival 2009**, Association of the Cultural Support *Our city Wroclaw*, Wroclaw, Poland
- International educational program **Odyssey of the Mind Poland**, Wroclaw, Poland
- International conference of **The European University Association**, University of Technology in Wroclaw, Poland
- **WOW! Festival**, Joytown, Wroclaw, Poland

2006 - 2007

member of the scientific group of the human resource management **PERSONA**, University of Economics in Wroclaw, Poland

- workshops and intensive courses of the personal and group development, organizational psychology, teamwork, team building, leadership development
- taking part in a professional recruitment process

2002 – 2006

leader of the youth group, **ZHR**, Poland

- organizing activities and workshops for children, including summer camps
- being responsible for administrative tasks such as budgets and managing properties
- administration and activity planning
- participating in a series of training courses (learning by doing, team system, personal progression)

Other courses/trainings:

Oct 2010

Microsoft Office 2007 Training, Galileu, Lisboa, Portugal

Sept – June 2004

Intensive English Course, The International House, Wroclaw, Poland

Languages:

Polish	native
English	proficient
Spanish	basic
Portuguese	good working level

Personal qualities:

- committed, hardworking, responsible
- well organized
- good communicator, get on well with people
- customer oriented
- team working skills
- quick learner
- optimistic, always smiling

Other skills and qualifications:

- proficient with computers: excellent knowledge of **Microsoft Office** applications: Word, Excel, Power Point, Outlook; **Lotus Notes**; **SAP**; very good **Internet** skills
- accounting background

Hobbies and interests:

Traveling, dance (theatre dance, contemporary dance), culture, music, traditional photography, theatre, People in general