



A G A T A Z A K R Z E W S K A

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ABOUT ME

I was born on August 18, 1986. I have been professionally involved in marketing and sales since 2011. So far I have been dealing with the sale and promotion of technical products related to the medical, marine and petrochemical industries.

SKILLS

Advanced level skills in Microsoft Office
Knowledge of accounting software:
Navision, M3 Accounting, STS6
Relational Database Program, AX,
Impuls, CRM
Driving license, cat. B

LANGUAGES

DUTCH

C2 Level (advanced) Non-certified translator

ENGLISH

C2 Level (advanced/fluent)
Non-certified translator

POLISH - native

INTERESTS

Use of social media in promotion,
personal promotion - LinkedIn

Sport, trekking

PROFESSIONAL EXPERIENCE

SALES ENGINEER Ciecholewski Wentylacje Sp. z o.o. , HVAC (Kozmin, Poland)

March 2019 – February 2020

- managing the sales department
- introducing operational procedures to improve the quality of customer service

OWNER OF AVISTA TRANSLATIONS & CONSULTING COMPANY

(Czarna Woda, Poland)

January 2019 - Present Day

- interpretation and translation in Dutch and English
- business consulting, implementation of new procedures and systems in international companies

MARKETING & SALES SPECIALIST AFPRO Filters Sp. z o.o. , HVAC (Tuchola, Poland)

October 2016 – February 2019

- establishing a sales department in Poland
- introducing and positioning the brand on the Polish market

CUSTOMER SUPPORT Aggreko Nederland B.V. , petrochemical industry (Klundert, the Netherlands)

August 2015 – August 2016

- comprehensive customer service in the field of reception and procurement
- creating order and delivery documentation

INSIDE SALES ENGINEER Nov Elmar, petrochemical industry (the Netherlands)

January 2015 – July 2015

- presentation of offers and product specifications designed according to customer needs and guidelines
- production group management and monitoring of the entire production process

AREA SALES REPRESENTATIVE Alphatron Marine International, maritime industry (Rotterdam, the Netherlands)

October 2013 – December 2014

- creating a foreign sales plan
- implementing trade policy in the Scandinavian countries

PROFESSIONAL EXPERIENCE

PROCUREMENT EMPLOYEE Alpatron Marine B.V. , maritime industry (Rotterdam, the Netherlands)

May 2013 – October 2013

- implementation of daily orders for various production categories, e.g. production lines, service department
- cooperation with an internal customer to determine purchasing requirements
- negotiating prices and contract terms with suppliers
- conducting and monitoring compliance of the material delivery process

MARKETING AND CUSTOMER SUPPORT Alpatron Medical Innovations, medical industry (Rotterdam, the Netherlands)

October 2011 – May 2013

- comprehensive shaping and planning of marketing strategy
- preparing graphic design for information, promotional and advertising materials
- maintaining contact with the media and advertising agencies in the implementation of specific projects
- sales development and support of related documentation and training tools
- organization of events on an international scale

PROJECT EMPLOYEE Careyn, social worker (Dordrecht, the Netherlands)

September 2010 - May 2014

PERSONAL ASSISTANT Complete Group Holding, carer for people with the highest degree of disability (Keynsham, the United Kingdom)

September 2007 – June 2008

AU PAIR, babysitter (Redditch, the United Kingdom)

February 2006 – September 2007

EDUCATION

HR SPECIALIST

Postgraduate studies

October 2017 – June 2018

University of Social Sciences and Humanities in Warsaw, Sopot branch

INTERNATIONAL BUSINESS AND MANAGEMENT

4-year Bachelor studies in English, Title: Bachelor of Business Administration

September 2009 – August 2013

INHolland University of Applied Sciences Rotterdam

CHARACTER AND SKILLS

- inquisitiveness in solving problems
- work experience in an international environment
- very good work organization skills
- high level of communication skills
- consistency in achieving the goals
- customer-oriented way of thinking
- LinkedIn profile and references:

http://www.linkedin.com/profile/view?id=92518848&goback=%2Enmp *1 *1 *1 *1 *1 *1 *1 *1 *1 *1&trk=spm_pic