



Magdalena Zięba

Data Analyst with German



Personal Info

Email

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Phone

516617335



Skills

Flexible approach to problem (basic Agile training)

Experience in working in a fast-paced environment

Good communication skills

Commitment

Fluency in English

Good command of German



Languages

English - C1

German - B1

Russian - A2



Summary

- Dedicated and experienced Data Analyst with great analytical skills, attention to detail and accuracy, task oriented, with over 3 years of experience as Office Assistant.



Work History

2019-04
- present

Data Analyst With German / Team Leader

Capgemini SE / Capgemini Invent, Warsaw

- Analyzing large data over the web to identify company structure / hierarchy using various web searching techniques in connection to license renewal
- Delivery of tasks on time and with quality
- Overseeing day-to-day operations as a Team Leader
- Monitoring team performance both in terms of quality and productivity
- Conducting job interviews in German
- Training new hires and coaching on everyday basis as an SME
- Participation in the on- and off-boarding process

2015-04
- 2018-09

Office Assistant

BRANDPAT Patent & Trademark Attorneys' Office, Warsaw

- Assisting patent attorneys with everyday agenda
- Preparing, maintaining files and records
- Keeping track of deadlines of current cases
- Monitoring of email correspondence and regular mail
- Proofreading of translated documents
- Invoicing
- Managing of office supplies
- Training of new employees



Education

University of Warsaw, English Studies

Uniform Master's degree studies discontinued after the 7th semester

Stanisław Staszic Highschool in Skarżysko-Kamienna

High School Diploma



Certificates

- Certificate of Proficiency in English (CPE)

I agree to the processing of personal data provided in this document for realising the recruitment process pursuant to the Personal Data Protection Act of 10 May 2018 (Journal of Laws 2018, item 1000) and in agreement with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).

I also consent to processing of my personal data for the purposes of any future recruitment processes.