

Curriculum Vitae

EDUCATION:

Title: Masters Degree in Economics.

School: University of Economics in Wrocław, Faculty of Management and Information Technology, Specialty:
Economic Cybernetics and Information Technology, Specialty: Data processing and Accounting.

Year of graduation: 1986.

Post-graduate studies: Occupational Health and Safety, Witelon State Higher Vocational School in Legnica,

Year of graduation: 2018.

Post-graduate studies: Executive Master of Business Administrator (EMBA), Collegium Humanum - Warsaw Management University

Year of graduation: 2021.

PROFESSIONAL EXPERIENCE:

03.2019 – present

Deputy Director, Lower Silesia Regional Unit (Dolnośląski Oddział Regionalny)

The Agency for Restructuring and Modernisation of Agriculture

Scope of duties:

- ongoing management of the unit,
- oversight of 26 county (powiat) offices
- oversight of the activities of the Office of Social and Environmental Activities and of Direct Payments,
- control over the correctness and punctuality of execution of tasks,
- the issuing of administrative decisions,
- planning, oversight over the delegation of duties, the delegation of rights, motivating and coaching employees,
- evaluating employees, training personnel,

Supervision of the work of 270 people.

02.2016 – 03.2019

Head of the County (Powiat) Office

The Agency for Restructuring and Modernisation of Agriculture

Scope of duties:

- ongoing management of the office,
- control over the correctness and punctuality of execution of tasks,
- the issuing of administrative decisions,
- planning, the delegation of duties, the delegation of rights, motivating and coaching employees,
- evaluating employees, training personnel,

Management of a 9-person team.

03.2015 – 03.2016

Head of the Logistics Unit

ADEO Polska Group

Scope of duties:

- ongoing management of the unit and warehouse responsible for the goods receipt as well as the unit and warehouse responsible for issuance of goods,
- responsible for advancing the company's environmental policy,
- organisation and management of internal and external transport,
- development of the unit's quantitative and qualitative targets,
- responsibility for the level and turnover of inventories in the warehouse,
- the creation and realisation of the plan to prevent losses in the warehouses,
- planning and oversight of implementation of logistics paths in the company.

Management of an 11-person team.

Training experience:

- How to employ appropriate people. Recruitment and selection,
- Basics of logistics processes,

- PRO-Staff management and development,
- Forecasting warehouse processes.

10.2012 – 05.2014

Manager

DOMEX/AVANS/ELEKTRODOM Sp. z o.o.

Scope of duties:

- Contact with external companies and internal units,
 - Accounting control of payments,
 - planning, the delegation of duties, the delegation of rights, motivating and coaching employees,
 - control over the execution of duties, evaluating employees, training personnel,
 - adherence to procedures in force, reporting to the management,
 - building a positive image of the company,
 - use of the ERP CDN XL Comarch program,
 - setting-up schedules and controlling working time,
- Management of a 20-person team.

12.2011 - 09.2012

Individual economic activity

PHU Marek Wojtków

Scope of duties:

- IT services,
- servicing of computer equipment,
- engaging in financial and staff bookkeeping.

10.1999 – 11.2011

Branch Manager

Vobis S.A.

Scope of duties:

- management of a company branch,
- contact with external companies and other company branches,
- budgeting for the branch, control over execution of the budget,
- planning, the delegation of duties, the delegation of rights, motivating and coaching employees,
- control over the execution of tasks, evaluation and ongoing training,
- execution of quantitative and qualitative sales plans,
- reporting to management,
- controlling working time, management of staff matters,
- recruiting employees and managers of other branches within Lower Silesia,
- participation in computer equipment tenders,

Management of a 12-person team.

Training experience:

- sales psychology,
- motivation,
- coaching,
- training on breakdowns of duties,
- basics of management and time management,
- assertiveness,
- management through goals,
- human resources management.

11.1993 – 09.1999

Individual economic activity

PHU Obuwie

Scope of duties:

- management of a company which owns shoe stores,
- bookkeeping,
- personnel management.

11.1986 - 11.1993

Head of the Financial-Accounting Unit

Jaworskie Zakłady Chemii Gospodarczej „Pollena”

Accounting and controlling

Scope of duties:

- preparing financial statements,

- bookkeeping of documents,
 - preparing tax statements as well as statements and reports for internal purposes,
 - engaging in internal auditing,
 - implementation of computer systems for corporate financial servicing,
 - submitting applications in regards to the employment, dismissal and promotion of financial-accounting employees,
 - handling the audit of financial statements,
 - auditing the formal accuracy of prepared payment lists, documentation regarding reporting and planning.
- Management of a 15-person team.

ADDITIONAL QUALIFICATIONS:

- Class B driver's license,
- excellent knowledge of computer equipment and of many tool, accounting and office programs, such as MS Office and many others,
- basic knowledge of English,
- Certificate of the Minister of Finance to provide bookkeeping services,
- certificate of education qualification for candidates to membership in supervisory boards in State Treasury companies,
- certificate of qualification SEP 1kV for operation and oversight,
- entry in the Registry of Insurance Intermediaries of the Polish Financial Supervision Authority – 2022.

INTERESTS:

- subjects involving European Union law and Common EU Policies (including the Common Agricultural Policy),
- computer science.

I consent to the processing of my personal data for the purposes of the recruitment process in accordance with the Regulation of the European Parliament and of the Council (EU) 2016/679 of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (GDPR).