KAROLINA BADOCHA

Marketing assistant

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🔗 https://bold.pro/my/karolina-badocha-250106231534/746r 📍 Krakow

SUMMARY

Having studied in various locations including Krakow, Paris, and California, I have gained a broad global outlook. Utilizing my expertise gained from collaborating with international educational institutions and customers, I excel in nurturing intercultural connections. Additionally, my involvement in volunteer activities has contributed to promoting inclusive learning environments for people with disabilities. My academic background involves completing studies in different cities like Krakow and Paris, attending institutions such as Alliances Francaise and Sorbonne Universite. I also possess a High School Diploma from San Luis Obispo High School in California, USA. Throughout my professional endeavors, I have predominantly worked in global environments, applying the knowledge acquired from my university studies and utilizing my language skills.

LANGUAGES

Language	Level	
English	Advanced	●●●●○
French	Advanced	●●●●○
Italian	Advanced	●●●●○
Polish	Advanced	●●●●○

SKILLS

HelpDesk · Microsoft Office ·

Instagram

FIND ME ONLINE

🌐 **Social Network**
https://bold.pro/my/karolina-badocha-250106231534/746r

🌐 **Social Network**
https://www.linkedin.com

PASSIONS

◆ Cooking

EXPERIENCE

Marketing assistant
Arctom. Pl
11/2023 - 04/2024
France
- Looking for new clients abroad

Administration assistant
Sig
11/2021 - 02/2022
Location
- Created and distributed documents, such as agendas and meeting minutes
- Including electronic records
- Organized and maintained files
- Prepared invoices, expense reports, memos, letters, and other documents using Microsoft Office Suite applications
- Prepared correspondence, reports and other documents in final formats with correct punctuation, capitalization, grammar and spelling

Specialist of marketing
Poland Business Run
11/2021 - 02/2022
Location
- Developed marketing strategies for existing products, services and new product launches
- Created content for various social media platforms including Facebook, Twitter, Instagram and YouTube
- Analyzed consumer behavior and market trends to create effective marketing campaigns
- Organized promotional events to increase brand awareness and customer engagement

Specialist of marketing
Lanyard Pro Allers
01/2018 - 08/2019
France
- Demonstrated adaptability and proficiency in managing marketing tasks
- Collaborated with cross-functional teams to align marketing strategies with business goals
- Employed strategic thinking to contribute to the development of marketing campaigns
- Applied strong organizational skills in managing and updating product information

Specialist
Soft Q
10/2016 - 12/2017
Location
- Developed and implemented specialized procedures for customer service operations
- Generated reports to track performance metrics of team members
- Researched and analyzed customer feedback to identify areas of improvement
- Coordinated with other departments to ensure efficient workflow processes

Export specialist
Siima Professional
04/2015 - 05/2015
Location

Tender specialist
Astra Telecom
11/2014 - 11/2014
Location

Coordinator
Jagiellonian University
05/2014 - 10/2014
Location

Coordinator
Cracow University of Technology
03/2011 - 02/2014
Location

EXPERIENCE

Help desk volunteer	10/2009 - 03/2010
Palace of Fine Arts	Cracow
Eu projects specialist	05/2009 - 08/2009
Interactive Marketing Communication Agency	Location
Marketing specialist	03/2008 - 05/2008
Limatherm SA	Location

EDUCATION

Master of business management	10/1998 - 11/2000
Jagiellonian University	

- Master of business

Bachelor	10/1995 - 12/1998
School of Economics	
High School Diploma	09/1991 -06/1995
San Luis Obispo High School	California, USA

KEY ACHIEVEMENTS

◆ **What are you most proud of?**
Why are you proud of this achievement?