

Caroline Badocha

Marketing and Sales Specialist

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badochakarolina318@gmail.com

LinkedIn | Profil





EDUCATION

-  **Jagiellonian University**
Management and Marketing
1998 – 2000 | Master's studies
| Poland, Krakow
-  **Jagiellonian University**
Management and Social Communication
1995 – 1998 | Master's studies
| Poland, Krakow
-  **High School Diploma**
San Luis Obispo High School
1991 – 1995 | California, USA


SKILLS

-  Marketing and PR | social media, Customer Service
 and Export campaigns
-  Microsoft Office (Word, Excel, Access), database
creation
-  Intercultural communication
-  Technical and administrative support

FOREIGN LANGUAGES

-  English language | C1
-  The French language | B2-C1
-  The Italian language | FROM A2
-  The Polish language | native

PASSIONS

-  Yoga, fitness, adoptees | Abi and
Snoopy, Film| Literature |Travel

PROFIL

-  **Experienced Specialist in Marketing and Sales with over 10 years of experience working in international environment |public and private sector.**
-  Effectively design and implement marketing and promotional activities | from social media campaigns to PR activities and development of relations with foreign clients. I specialize in serving French-speaking markets and working in an intercultural environment.
-  As an Expert, she combines high organizational, communication and language skills with an empathetic approach to teamwork and social activities.
The biggest advantages are strategic thinking, high work ethics and the ability to quickly adapt to changing conditions and needs of the organization.

EXPERIENCE

-  **Marketing Specialist**
ARCTOM.PL | POLSKA 07.2023 - 04.2024
- Identification and networking of potential business partners on the French market;
 - Conducting current commercial correspondence in French | offers, inquiries, negotiations;
 - Cooperation with the sales and logistics department in the implementation of export orders;
 - Market monitoring and analysis of the export potential of products;
 - Supporting the creation of export documentation and the preparation of materials; information;
-  **Marketing Specialist**
POLAND BUSINESS RUN | POLAND 11.2021 – 02.2022
- Creating marketing content and editing reports, project summaries and presentations; Database management and scheduling of promotional and fundraising activities; Searching for and analyzing foundations and organizations potentially interested in cooperation; Operational support of the team in the organization of events and CSR activities;
 - Support for simple graphic tools and preparation of materials for Social Media;
-  **Administration Specialist**
SIG |POLSKA 11.2021 - 02.2022
- Creating marketing content and editing reports, project summaries and presentations; Database management and scheduling of promotional and fundraising activities; Searching for and analyzing foundations and organizations potentially interested in cooperation; Operational support of the team in the organization of events and CSR activities;
 - Support for simple graphic tools and preparation of materials for Social Media;
-  **Export Specialist**
LANYARDS PRO | ALLERS GROUP |POLSKA 01.2018 - 08.2019
- Conducting commercial communication with Clients from France, Belgium, Germany, Luxembourg and Switzerland; Preparation of offers, price lists and sales documentation in French and English;
 - Coordination of activities related to participation in trade fairs | Lyon, Düsseldorf; Updating customer databases and monitoring the sales cycle;
 - Cooperation with the Production and Logistics Department in the implementation of orders and export deliveries;
-  **Marketing and Trade Specialist**
SOFT Q |POLSKA 10.2016 - 12.2017
- Development of market analyzes and marketing recommendations for the Sales Department
 - Support in the preparation of promotional materials and product catalogs; Creation and updating of customer and business partner databases;
 - Conducting internal sales reports and analyzing the results of promotional activities; Maintaining contacts with business partners and supporting sales processes;

I agree to the processing of my personal data contained in my job offer [in my CV and other documents constituting the job offer, if I have presented such, for example, in a motivation letter] for the needs necessary to carry out the recruitment process, for the period necessary to complete the recruitment process. I know that I can withdraw my consent to the processing of my personal data at any time, but the withdrawal of consent does not affect the lawfulness of the previous data processing. I have contact details of the administrator, through which I can withdraw my consent.



Karolina Badocha

My professional career focuses on working in an international environment...

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Profil

I am a conscientious, hardworking person, I like helping other people. I give to charity. I would like to point out, I have a disability certificate, I am receiving a ZUS pension, I have a paresis of the right hand. This does not prevent me from doing my job very well.

Education

higher masters oct 1998 - nov 2000
Jagiellonian University, Cracow
Faculty of Management and Social Communication
major in Management and Marketing

Professional experience

Export Specialist nov 2023 - apr 2024
Arctom.pl, Krakow
Looking for new foreign contractors. Writing of mails. Contact in French.

office worker nov 2021 - feb 2022
Sig, Kraków
Translation, searching for new products and their description.

administration specialist nov 2021 - feb 2022
Poland Business Run, Krakow
Creating a table, calendars, searching for a foundation.

Marketing Specialist oct 2019 - oct 2020
JMP Inspirations in Education Foundation, Cracow
Searching for foundations, writing short texts, presentations and reports.

Export Specialist sty 2018 - sie 2019
Lanyards Pro. Allers Group, Krakow
Cooperation by email, telephone. Looking for contractors fair Lyon, Disseldorf customers France, Belgium, Luxembourg, Germany, Switzerland.

Marketing and trade paź 2016 - gru 2017
Soft Q, Kraków
Office work, creating marketing analysis.

specialist of . marketing mar 2015 - maj 2015
Simma Professional, Kraków
Creation of databases

Astra Telecom, Krakow nov 2014 - dec 2014
Creation of databases, fairs in Paris.

I agree to the processing of my personal data in the scope of current and future recruitment processes.

Personal information

Date of birth
15 october 1976

Place of birth
Krakow

LinkedIn
[linkedin.com/in/karolina-badocha-a6b10420](https://www.linkedin.com/in/karolina-badocha-a6b10420)

Hobby and interests

■ Yoga, fitness, my adopters
Abi beagle and Snoopy
bassetto beagle, good
movie, book, travel

Features

■ diligence, diligence,
punctuality

Cooperation Specialist with 05.2014 -
10.2014 students from Central and Eastern Europe
East

may 2014 - oct 2014

Jagiellonian University, Cracow

Cooperation with students: Lithuania, Ukraine, Czech Republic,
Slovakia

Self-reference

mar 2011 - lut 2014

Cracow University of Technology, Cracow

Foreign Exchange Coordinator – dealing with related matters

International students: Organizing and supervising official visits of students from the USA, Australia, Canada, Mexico, South Korea and Singapore; i have monitored the validity of bilateral agreements; He sent out information promoting exchanges and studies at the University. – I have supported bilateral agreements with non-EU countries in the field of scientific cooperation;

initiated and conducted activities aimed at developing scientific cooperation with foreign universities; collecting and disseminating information on scholarships for doctoral students; monitored websites; cooperation with representatives of doctoral students participating in

training. – Participated in the preparation of promotional materials within the competence of the International Exchange Office and updated the website; i have cooperated in organizing joint visits abroad; collecting and disseminating information on research, and disseminating information about studies and courses in english and i cooperated with the deans of faculties in this regard, as well as in all matters concerning studies in foreign languages.

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I have worked with the Fulbright Foundation; I supported Fulbright scholarship holders and scholarship holders coming to the Cracow University of Technology. –

He worked with CEEPUS.

Achievements

Experience in office work in an international environment, in the field of export, organization of events, marketing and contacts with clients and students Knowledge of English at C1 level and French at B2 level and basis of Italian . Very good knowledge of the computer in terms of WORD, EXCEL, Access Knowledge of programs.

I graduated in Krakow, and in Paris numerous French courses at Alliances Francaise and Universite Sorbonne.

I attended high school in the United States School Diploma San Luis Obispo High CA.

Erasmus Mobility Week 26-30.03.2012 Royal Institute of Technology of Sweden,
Erasmus Mobility Week 15-22.09.2013
Corunia University of Spain a trip for office workers

Courses

English professional, French
Sorbonne , Alliances Francaise , wloski
Venice of Italy
English and french
English - proficient VII - VIII 1996 - course in English - Anglo -World
Education (Proficiency In English , business English , Bournemouth -
England 2000 - direct Angielski - conversation) IX 2000-2001 course
- " English in International Business " UJ Krakow French -
communicative (Alliances Francaise - 2003/2004- grammar and
spelling Paris, France, University of Sorbonne - French phonetics)
10.2004 - 12.2004 -course French phonetics , Sorbonne University
04.2004-04.2005 – a course of French , Ecole de Langues Celcp 2003-2005
Alliances Francaise , the Sorbonne University Phonetics French - spelling
and Grammar.
basic Italian - school for foreigners in Venice Summer 2019

Internships
teaching english 09.2012 - 06.2020

Krakow

Karolina Badocha

References

Zbigniew Mrozek
Cracow University of Technology, Cracow
pemrozek@gmail.com

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