

SUMMARY

Highly motivated, recent MBA graduate. Success-driven with an entrepreneurial spirit and demonstrated leadership skills. Well positioned to apply the education and experience towards launching a business career.

KEY QUALIFICATIONS

- Demonstrated skills in entrepreneurship, leadership and project management
- Ability to function effectively in either a collaborative or self-directed environment
- Demonstrated skill in the development and management of promotional and fundraising events
- Experience and knowledge of administrative and financial office functions

FORMAL EDUCATION

Roosevelt University, Chicago, Illinois

Master of Business Administration (MBA), Accounting, GPA 3.7, Dec. 2018

Roosevelt University, Chicago, Illinois

Bachelor of Science, Business Administration, Management, May 2015

PROFESSIONAL EXPERIENCE:

Household Manager, Wilmette IL

2017 – 2019

- Managed the household's schedules and calendars
- Event planning, organizing, and coordination
- Arranged appointments for personal and professional needs
- Scheduled home maintenance and repair work, and supervising the project
- Handled household bills and administrative duties
- Run errands and performed necessary tasks
- Supervised other household staff, such as housekeepers, private chef
- Shopped for food, supplies, and other requested items

Lowell International Foods, Franklin Park IL

2015 – 2017

Import/Logistics Coordinator

- Organized and prepared data and all necessary documents for timely entry filing
- Managed the import traffic force and monitored all stages of import shipments
- Prepared billing documentation and approved vendor invoices
- Analyzed cost and appropriate shipping arrangements and arranged deliveries
- Trained two new employees
- Coordinated transportation of product from country of origin to destination for air, ocean and land
- Maintained customs documentation and clearances
- Received and reviewed ocean import/vessel, customs, domestic freight, packing list and commercial invoices, and origin/overseas documents
- Monitored containers under U.S. Customs X-Ray holds and FDA holds to assure payments and releases are made efficiently

- Researched and negotiated best transportation options
- Reduced rates and increased profit margin by identifying independent truck lines
- Supported accounts payable department by processing invoices, account reconciliation, preparing for audits, etc.
- Helped solving problems in different departments
- Communicated with suppliers and vendors in the US and throughout Europe
- Ad hoc projects

Marbed Roofing, Inc

General manager

2013 - 2015

- Oversaw daily business operations.
- Created and managed budgets.
- Improved revenue.
- Hired employees.
- Evaluated performance and productivity.
- Analyzed accounting and financial data.
- Researched and identified growth opportunities.

Marbed Roofing, Inc

Accountant

2013 - 2015

- Examined statements to ensure accuracy
- Ensured that statements and records comply with laws and regulations
- Computed taxes owed, prepare tax returns, ensure prompt payment
- Inspected account books and accounting systems to keep up to date
- Organized and maintained financial records
- Processed accounts payable, accounts receivable and payroll

Nanny, Elmhurst IL

2007 – 2013

- Provided traditional nanny services
- Managed household projects
- Prepared healthy meals and taught kids about healthy lifestyle
- Organized family's calendar
- Cared for kids with Type 1 diabetes and ADHD
- Transported kids

APPLICABLE SKILLS:

- Proficiency in Microsoft Office Suite
- QuickBooks
- Written and spoken fluency in Polish (Native)
- Time management and project management skills
- Adaptability to change
- Global orientation
- Highly organized.
- Strong work ethic.

COMMUNITY:

Volunteer, Gift from the Heart Foundation, Schiller Park, Illinois
2016

2012-

Volunteer, The Spring Foundation

2018

Founder and Manager of community Volleyball Group

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2017-

April 2018