



Paula Baszczewska Team Leader

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Gdańsk, Poland

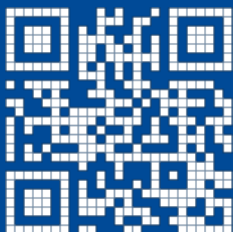
I am the Team Leader of the HR department with more than three years of experience, and over ten years of experience as a specialist in administration and payroll. I can create a harmonious team and motivate employees. I am passionate about working with people in HR matters. I am characterized by a unique motivation to work and the ability to establish strong and valuable relationships. I am convinced that my skills and experience will allow us to establish successful cooperation.

Skills

SAP	PeopleSoft
Enova	Workday
UNISOFT	EGERIA
SGW	Platnik
Microsoft Office	Driver's Licence

Languages

Polish	Native
English	Fluent



Scan the code
to find out more

Experience

HR Team Leader

11.2019 – present

State Street Bank International

- Efficient organization of own and team work, often with the need to make quick decisions.
- Building and creating a new team, developing its goals and operating strategies, according to their capabilities.
- Induction of new people with little experience. Creating descriptions of processes and instructions. Conducting trainings on the applicable processes.
- Leading projects in the labor law changes: parental leaves; designation of the manner of keeping the archive of documents and personal files.
- Supporting employees and managers with doubts related to labor law and internal policies.
- Tracking changes in the labor law and their implementation in the internally applicable procedures.
- Conducting internal training for the entire Personal Administration and Payroll Team.
- Participation in the implementation of the work time registration system process.
- Daily cooperation with external vendors and ensuring the quality of relationships.
- Controlling the timeliness and quality of the team's daily work.

Senior Personnel Administration Specialist

11.2018 – 10.2019

State Street Bank International

- Self management of HR processes: employment, positions in changes, termination of employment contract, documentation related to employing a foreigner, etc.
- Direct contact with employees and managers in case of doubts related to labor law and internal policies.
- Substantive support for other team members.
- Implementation of projects: creating an archive of personal files in Gdańsk from scratch, proper reporting of new hired employees, etc.
- Cooperation with external vendors and internal teams.

Administration & Payroll Specialist

11.2016 – 11.2018

Philips

- Cooperation with clients located around the world, in compliance with the principles of the labor law for people employed in Poland.
- Answering everyday queries of employees and managers in the law and payroll queries - from the moment of employment to the termination of the contract, along with the calculation of payroll list.
- Participation in many projects: creating a new form of archives of documents and personal files, designing the process of paying out bonuses for annual review process, etc.

HR Specialist

11.2015 – 10.2016

Franklin Templeton Investments

- Working with external and internal clients located in Europe, America and India.
- Full service of employees in the area of HR (employment contracts / mandate contract, agreements, etc.).
- Providing administrative and consulting services in the field of labor law and employee benefits.

I agree to the processing of personal data provided in this document for realizing 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).



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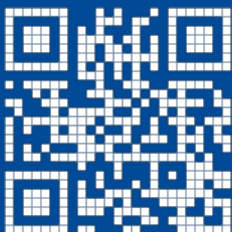
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Experience (cont'd)

Personnel Administration Specialist

02.2015 – 10.2015

Grupa PZU, PZU SA oraz PZU Życie SA

- Employee support in the scope of processes related to personnel administration.
- Preparing standard HR documentation and official letters. Creating personnel reports. Verification of the payroll lists.
- Participated in the implementation of a new HR, payroll and time & attendance system.

HR Referent

11.2011 – 11.2014

Grupa ENERGA Centrum Usług Wspólnych

Work for the university

09.2011 – 05.2012

School of Social Psychology

Additional training

- Administration & Payroll Specialist - Implementation of the course organised by Stowarzyszenie Księgowych in Poland.
- Core Management Experience - Internal training for team leaders.
- Recruitment Specialist - Implementation of the course organised by IPK Instytut Promocji Kadr, Marek Suchar. Profession Code 242309.
- Development of coaching skills - Participation in a training organized by the School of Social Psychology in Sopot, confirmed with a certificate.
- Training in soft skills - Internal training company Franklin Templeton Investments in the field of customer service, communication and planning of their own work.

Education

University of Gdańsk

2013 – 2014

Postgraduate studies, Labor law.

School of Social Psychology in Sopot

2008 – 2012

Master's degree, Psychology (specialization: psychology of organization and management)

I graduated earlier than my peers, thanks to accelerated learning course (did my Master's degree in 4 years)!

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