



Paula Baszczewska

HR Specialist Team Manager

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www.baszczewska.pl

paula@baszczewska.pl

Gdańsk, Poland

I am a manager with over 10 years of experience in HR and payroll, including 5 years in a leadership role. I focus on building cohesive teams, motivating people, and streamlining HR processes to help organizations operate more efficiently. I have expertise in strategic planning, change management, and implementing policies in compliance with regulations. I enjoy working with people and fostering relationships that support the growth of both employees and the company. My commitment and practical approach contribute to achieving both operational and strategic goals.

Skills

Workday PeopleSoft
Microsoft Excel Platnik
Enova SharePoint
SAP Driver's Licence

Languages

Polish Native
English Fluent

Experience

HR Specialist Team Manager, Officer

04.2024 – present

State Street Bank International

- Participated in the implementation of a time & attendance system for 7,000 employees, improving data accuracy, increasing transparency, and automating reporting processes.
- Successfully implemented legal regulations regarding remote work by developing procedures, training materials, and necessary FAQs.
- Designed and implemented a new strategy for internal client cooperation, including a series of educational webinars on HR and payroll. This initiative in 2025 will raise awareness of HR processes among managers and provide essential knowledge to all employees.
- Identified and minimized process risks related to granting powers of attorney on behalf of the employer. Created a new power of attorney management process from scratch, ensuring regulatory compliance and enhancing control over key authorizations.
- Provided remote support to the payroll team in Luxembourg for 1.5 years, ensuring smooth operations and high service quality despite staffing shortages. My support ensured the timely execution of payroll processes and minimized operational risks due to resource gaps within the team.
- Managing a team of senior HR specialists, reorganizing key processes to minimize risks, balance vendor interests, and prevent financial losses.

HR Team Leader

11.2019 – 03.2024

State Street Bank International

- Efficiently organizing personal and team work, including making quick decisions in dynamic situations.
- Recruiting and building a new team, defining goals and strategies tailored to its capabilities.
- Onboarding new employees, creating process descriptions and instructions, and conducting training on current procedures.
- Managing projects related to regulatory changes, including parental leave and employee records and document archiving.
- Advising employees and managers on labor law and internal policies.
- Monitoring changes in labor law and implementing them in internal procedures.
- Building and maintaining relationships with external service providers, ensuring high-quality cooperation.
- Controlling the timeliness and quality of daily team activities.

Senior Personnel Administration Specialist

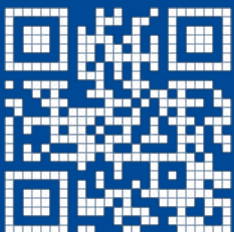
11.2018 – 10.2019

State Street Bank International

- Independently managing HR processes, including hiring, position changes, termination of employment, and documentation related to the employment of foreign workers.
- Direct contact with employees and managers regarding labor law and internal policies.
- Providing substantive support to team members in their daily tasks.
- Implementation of projects, including the creation of an employee records archive in Gdańsk and reporting of newly hired employees.
- Close collaboration with external service providers and internal teams within the organization.

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

Scan the code to find out more





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Skills

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Microsoft Excel
Enova
SAP
PeopleSoft
Platnik
SharePoint
Driver's Licence

Languages

Polish *Native*
English *Fluent*

Experience (cont'd)

Administration & Payroll Specialist **11.2016 – 11.2018**
Philips

HR Specialist **11.2015 – 10.2016**
Franklin Templeton Investments

Personnel Administration Specialist **02.2015 – 10.2015**
Grupa PZU, PZU SA oraz PZU Życie SA

HR Specialist **11.2011 – 11.2014**
Grupa ENERGA Centrum Usług Wspólnych

Work for the university **09.2011 – 05.2012**
School of Social Psychology

Additional training

- HR and Payroll Specialist – Completed a course organized by the Association of Accountants in Poland.
- Core Management Experience and Coaching & Mentoring – Internal training for team managers.
- Recruitment Specialist – Completed a course organized by IPK Institute of Staff Promotion, Marek Suchar. Occupational code 242309.
- Trainer Skills Development – Participated in a training organized by SWPS University in Sopot, certified.
- Soft Skills Training – Internal training at Franklin Templeton Investments in customer service, communication, and time management.

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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