



Curriculum Vitae Paula Baszczewska

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🎂 07.09.1989
📍 Gdańsk

ABOUT ME

Hello. I believe that we can make a successful partnership. I am an involved worker. I am also well motivated. I always keep a positive relationship with my coworkers. I remain helpful and friendly when contacting with the clients. Cordially invite you to contact.

EXPERIENCE

State Street in Gdańsk as Senior Personal Administration Specialist

11.2018 – I am still working here

In State Street I carry out HR and payroll tasks for about six thousand employees located in Poland. I am the first line of contact for employees and managers in the doubts related to labor law and internal policies. It also perfectly fulfills the company's internal projects.

From April I'm the Team Leader.

I combine the tasks of an expert in a given field with motivating the team in everyday challenges.

Philips Poland in Piła as Administration & Payroll Specialist

11.2016 – 11.2018

At Philips I worked with clients located throughout the world, strictly implementing the rules of labor law for Employees located in Poland. In my daily basis I helped Employees and Leaders in human resources, labor law and payroll area. I implemented internal Company projects. I was an advisor in the field of labor law.

SKILLS

Knowledge of HR programs

SAP, Workday, UNISOFT, EGERIA, TETA 2000, TETA Constellation, SGW, Taleo

Use of English

on a communicative level

Experienced with software

PŁATNIK, Intranet, case management system

Knowledge of various office programs

Microsoft Office, Libre Office

Driver's Licence

EDUCATION

University of Gdańsk

Field of study: Postgraduate studies, labor law.
2013 – 2014

School of Social Psychology in Sopot

Field of study: Psychology. Specialization: Psychology of organization and management.

2008 – 2012

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

MY STRENGTHS

Honesty	●	●	●	●	●	●
Dilligence	●	●	●	●	●	●
Involvement	●	●	●	●	●	●
Stress resistance	●	●	●	●	○	○
Communicative	●	●	●	●	●	○

Franklin Templeton Investments in Poznań as HR Specialist

11.2015 – 10.2016

At FTI I worked with external and internal customers localized in Europe, America and India. Developed a comprehensive service personnel of Workers in the area of HR (employment contract / internship contracts, agreements, etc.). I ran administrative services and consulting in the field of labor law and employee benefits. I cared about the timeliness of documents, reports and statistics. I realized projects in the HR Department.

Grupa PZU, PZU SA and PZU Życie SA, Centrum Operacji Pracowniczych in Piła as Personnel Administration Specialist

02.2015 – 10.2015

At PZU I dealt with customers service in Company in terms of the processes related to the administration of HR in accordance with the generally applicable law and internal regulations of the COP customers. I administered standard documentation personnel and official letters. I created personnel reports. Verified payroll data. I monitored deadlines defined by law.

Grupa ENERGA Centrum Usług Wspólnych in Gdańsk, Human Resources and Payroll as HR referent

11.2011 – 11.2014

I was started with student internship and then hired on civil contract to finished as HR referent. I was responsible for servicing of customers of the company in terms of overall processes associated with administration of human resources.

School of Social Studies in Sopot, Marketing and Promotion, work for the University

09.2011 – 05.2012

ADDITIONAL TRAINING

Administration & Payroll Specialist

Implementation of the course organised by Stowarzyszenie Księgowych in Poland.

Course: 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.

Rozwój umiejętności trenerskich

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.

Czas pracy dla zaawansowanych

Participation in a course organised by Office of Labor Law, Anna Telec.

Microsoft Excel

Participation in a course organised by Academy of Development Buleksoft.

MY HOBBIES



cooking



travels



literature



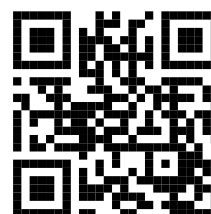
acoustic music



video



psychology



Scan the code to find out more.
In the meantime I invite you to contact me.

Paula Baszczyńska