

Paulina Wozniak

Highly focused on delivering quality service matching highest standards of excellence with continuous improvement implementation. Can-do attitude and easily adapting in complex working scenarios. My main goal is to continue personal and professional growth.



WORK EXPERIENCE

POLARIS MARITIME, GDYNIA – CREW COORDINATOR

07 2019 – CURRENT

- Creating and issuing contracts
- Organising flights/accommodation/PPE
- Ensuring payroll information is accurate
- Building up knowledge and database of, as well as vetting and verifying suitable candidates
- Working with clients daily to provide suitable candidates at short notice for a range of disciplines
- Filling and other general administrative tasks
- Manage all practicalities to facilitate crew changes
- Ad hoc travel bookings & supporting obtaining visas & work permits
- First point of contact for all employment related matters for offshore employees.

MARINE UNIVERSITY in GDYNIA, GDYNIA – ASSISTANT

09 2016 – 06 2019

The Assistant Professor's responsibilities include teaching a requisite number of classes, providing guidance and supervision to graduate students, participating in departmental meetings, and providing academic support to Professors and other faculty members

DRACO NDT TEST, GDANSK – SPECIALIST TECHNICAL

09 2015 – 08 2016

The primary goal of a Technical Documentation Specialist is to identify, collect, and write technical documentation in support of the internal departments assisting merchants and sales representatives.

KNOWLEDGE

Active listening

Communication

Computer skills

Customer service

Interpersonal skills

Management skills

Problem-solving

LANGUAGES

ENGLISH - B2

NORWEGIAN - A0
(processing)

CONTACT

PHONE
(+48) 515 752 012

EMAIL
pwozniak2611@gmail.com

LINKEDIN
<https://www.linkedin.com/in/paulina-wozniak-4149a7114>

EDUCATION

MARINE UNIVERSITY, GDYNIA – MASTER DEGREES

10 2010 – 06 2015

Marine Propulsion Plant and Offshore Construction Operation

"I hereby approve processing of my personal data for the purpose and according to the rules stipulated by your Data Protection policy compliant with GDPR provisions