



Kraków, Poland
+48 504 62 62 01
kati.swiatlowska@gmail.com
[Katarzyna Światłowska](mailto:kati.swiatlowska@gmail.com)

KATARZYNA ŚWIATŁOWSKA

OBJECTIVE

A hard-working individual with knowledge of Figma, Illustrator, PowerPoint, and Photoshop basics. With proficiency in HTML, CSS, WordPress & Elementor Pro. Able to communicate effectively with the team members and clients, with more than 14 years of experience in entrepreneurship and business. Constantly expanding knowledge as a Website Designer and more.

EDUCATION

Master of Pedagogy | Jagiellonian University, Poland

OCT 2003 – OCT 2005

Study of Social and Caring Pedagogy.

Bachelor of Sociology | Andrzej Frycz Modrzewski Krakow University,
Poland OCT 2000 – SEPT 2003

Study of families, social, educational, and caring work.

CERTIFICATION

AUG 2022 - | **Google UX Design Professional Certificate**

APR 2021 - AUG 2022 | **UDEMY.COM**

- How to create a website using WordPress
- Elementor – Build Amazing WordPress Pages with Elementor
- WordPress Intermediate Skills
- Learn Elementor – WordPress Front-end Development Course
- The Ultimate SEO Training 2021 + SEO for WordPress Website

- Figma UI UX Design Essentials (by Dan Scott)
- UI & Web Design using Adobe Illustrator CC (by Daniel Walter Scott)
- Podstawowe szkolenie online z UX/UI (eng. Basic online training in UX/UI) (by Robert Ziobrowski)

DEC 2020 – MAR 2021 | **SHECODES WORKSHOP**

Coding Workshop

JUN 2020 – NOV 2020 | **SOFTWARE DEVELOPMENT ACADEMY**

Certified Software Tester

Curriculum: System Tools, Java Basics, Basics of databases (SQL),

Basics of HTML, CSS, and JavaScript

Testing: TDD, BDD, Selenium, Mobile applications,

API, Contract testing, CI Basics.

EXPERIENCE

Founder & WordPress Developer & Web Designer | Edamame Agency

Katarzyna Światłowska Krakow, Poland

NOV 2021

- Performing administrative and office activities related to completing documentation
- WordPress website development. Taking part in all stages of website development
- Designing in Figma
- Translation of websites, translation of ordinary documents, various types of articles, and texts for social media - from Polish to English and from English to Polish.

Project Manager & WordPress Developer | Rexton Group Sp. Z o. o.

MAR 2021 – NOV 2021

- Project management, including scheduling, budget management, and coordination of all working parts of the project.
- Work directly with clients to ensure all project objectives are met and fulfilled within scope and budget.
- WordPress website development. Taking part in all stages of website development.
- Effective self-management during independent projects, as well as team collaboration.
- Conceptualize, design, and develop web pages using WordPress & Elementor.
- Translation of websites, translation of ordinary documents, various types of articles, and texts for social media - from Polish to English and from English to Polish.

Founder, CFO & Manager | Deva Group Katarzyna

Światłowska APR 2007 – MAR 2020

- Building the company's image, initiating, and improving movements supporting the growth of the company and business objectives
- Monitoring the activities of competitors
- Decision-making on the recruitment of employees

- Identify the needs of the employees and provide suggestions and solutions
- Supervising and managing the work of subordinate teams, project manager
- Making financial decisions, planning budgets, accounting for employee bonuses
- Maintaining and developing company and customer profiles in social media (Facebook, Instagram)
- Supervising debt collection, preparing letters, contacting customers, monitoring payments, setting the date and terms of repayment of outstanding payments
- Performing administrative and office activities related to completing documentation and shipping
- Planning and implementing a marketing strategy
- Organization of advertising campaigns
- Creating promotional/informational materials
- Organization of events, fairs, conferences
- Cooperation with international clients
- Experience working in an environment within a dispersed team

SKILLS

- Figma, UXPin
- Illustrator
- Canva
- PowerPoint
- Basic Photoshop
- WordPress, WooCommerce
- HTML 5, CSS 3, JavaScript
- Basic Selenium & SQL
- Basic Postman, VS Code, TestRail
- Slack, Trello, Miro
- G-suite, MS Office, Windows OS
- Elementor, Divi

OTHER SKILLS – LANGUAGE

- Polish - Native
- English – Fluent in written & spoken
- Italian, Spanish, German, Indonesian – Basic

PERSONAL CHARACTERISTICS

- Communication skills
- Creativity
- Ease of networking
- Ability to work in a team
- Quick learner

- Organizational skills
- Loyalty
- Responsibility
- Involvement
- Well-dealing with difficult situations
- Entrepreneurship
- Business maturity
- Problem-solving
- Team player
- Willingness to take on challenges
- Willingness to learn and develop
- Self-reliance
- Ease of adaptation
- Reliability and honesty

HOBBIES & INTEREST

- Meditation, Travels
- Sports (volleyball, basketball, badminton, skiing, riding a bike)
- Information & technologies related
- Music, photography, theater, art
- Dance (a former member of ensemble "Słowianki") • Literature and movies

DECLARATION

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).