



## Curriculum Vitae

### Personal Information

Surname / First name **Kołodziejczyk Maciej**

Addresses 4 Brentwood Avenue UI. Oriona 52  
Hardwick Street 44-171 Gliwice  
HU5 3NJ HULL

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Date of Birth 29/08/1983

Gender Male

### Work experience

Dates 01/06/2006 →

Occupation Multifunctional Business Administrator

Main activities and responsibilities

- Providing customer service to business facilities and private customers
- Customising financial products offered by Company to customers
- Checking Customer financial abilities and documents
- Processing applications, expanding Company database and other administration duties
- Training new employees
- Working under pressure and given procedures to hit given targets
- Custom to corporational Environment

Name and adress of employer Customer Support Service Centre (CSSC)  
Welcome Financial Services  
Cattles Plc  
1 Iridium Court  
Saxon Way  
Priory Park West  
Hessle HU13 9PF

Sector Finance

Dates 01/02/2006 - 01/06/2006

Occupation Tymczasowy Pracownik Biurowy

Main activities and responsibilities For SMSR:

- Making telephone calls to householders
- Carryout surveys for Government

For Welcome Financial Services:

- Loan Advisor
- Data Entry Clerk

Name and adress of employer Brook Street  
29 Jameson Street  
HU1 3HR

Sector Agency Work

Dates	06/01/2003 - 04/06/2005
Occupation	Self Employed Sales Representative
Main activities and responsibilities	<ul style="list-style-type: none"> <li>- Finding Customers</li> <li>- Providing and creating IT solutions for customers (web sites, CMS Systems)</li> <li>- Creating content for ready products</li> <li>- Repairs</li> </ul>
Name and adress of employer	Architektów 276 44-151 Ortopa, Gliwice
Sector	IT
Dates	1998 →
Occupation	Voluntary work
	Since 1998 I have belonged to the world charity organisation called "Habitat for Humanity" founded by ex- president of United States – Jimmy Carter. The organisation connects people from different countries and cultures, to work as volounteers on building sites and to get to know about history and the culture of places they work.
Sector	Voluntary work

## Education and training

Dates	01/10/2006 →
Title of qualification	Advanced ESOL Certificate
Principal subjects / occupational skills covered	- Advanced understanding of English
Name and type of organisation	Hull University
Daty	01/06/2006 →
Title of qualification	Advanced FSA Certificate
Principal subjects / occupational skills covered	<ul style="list-style-type: none"> <li>- Advanced understanding of procedures and issues connected with Financial Sector</li> <li>- Right to work under FSA regulations</li> </ul>
Daty	01/02/2006 →
Title of qualification	Basic FSA Competencies
Principal subjects / occupational skills covered	- Right to work as a Finance Advisor
Daty	01/10/2002 →
Title of qualification	Masters degree in Sociology
Principal subjects / occupational skills covered	<ul style="list-style-type: none"> <li>- Analysing changes in society</li> <li>- Knowledge of the newest methods and technics of managing human resources</li> <li>- Ability in managing the problems in local society</li> </ul>
Name and type of organisation	Silesian Polytechnic in Gliwice
Level in international classification	University

## Languages

Mother Tongue	Polish
Other languages	English, German, Italian