

CURRICULUM VITAE

Personal details

Name: **ADAM KUKIELA**

Date of birth: 14th January 1972

Nationality: Polish (permitted to work in EU)

Gender: Male

Address: Kleszczow, ul. Główna 102, 97-410 Poland

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Marital status: single

Summary

Honest, respectful, hard working and self-motivated person, with good education background and experience in different work environments. Business oriented approach to work. I am able to work individually or as a part of a team. Creative thinking and analytical skills. As well as great attention to details, organisation and time management, computer literacy, good interpersonal skills. Self-starter, leadership skills and goal setter. Ambitious and committed to success. I have passion for selling and I like **internet marketing/social media**.

Key Experience

- Social media and internet marketing experience
- Content marketing skills
- Preparation of offers for the customers
- Closing the sales
- New product development
- Selling to existing clients, managing accounts, prospecting
- Increasing turnover by 200% at Igoris Method company
- Planning sales and marketing activities
- Purchasing and negotiating best prices and delivery terms
- Promoting the company in media
- Organising sales via Internet, purchasing and planning new websites, databases and new media marketing campaign

Training and education

- Assisting during trainings delivered by the company
- Delivering trainings to external clients
- Designing training plans for clients
- Following up and building great client relationships and selling more to the existing customers

Education

1994 - 1998 University of Czestochowa, Poland **BEng (Hons) Engineering degree** in Computer Science

Professional experience

August 2012 – present: Job search, German self study, basic Mandarin self study, learning some copywriting and internet marketing, travelling, I have also created business idea for a start-up and I was open to meet potential investors to fund my future business idea. My future business will be automated and would need **only** 5-10 hours a week, so that it will not be in conflict with any employment.

January 2007 – July2012 **Igoris Method**, Trainings and sales trainee.

- Assisting at the trainings

- Looking after trainees and organising logistics

- Prospecting, building relationships with potential clients and closing the sales
- Delivering trainings to company's clients and follow up sessions
- Developing new products like educational movie and cd/mp3 educational materials
- Managing accounts
- Building excellent relationships with existing and new clients
- Market analysis
- Purchasing products, services
- Negotiating best prices and delivery terms

February 2004 – August 2004 **Kersten Europe**, Kleszczów, Poland Sales Representative

- Cost calculation for the company services
- Prospecting and building relationships with clients
- Promoting company's services via meetings with architects and engineers

October 2001 – February 2003 **Primary School**, Niechcice Poland

English Language Teacher,

- Teaching English Language
- Conducting meetings with parents

October 2000 - March 2001 **Mazars&Guerrard and Polexpertise companies**, Warsaw Poland Auditing and accounting assistant

- Assisting and helping with auditing client companies
- Basic accounting and administrative work

September 1999 – January 2000 **Altkom Matrix Company** - IT Business Analyst Trainee. (Y2K project.)

April 1999 – June 1999 **Banpol S.A.**, Warsaw Poland IT Sales Representative Trainee.

Training –July 2010 Intensive master trainers and facilitators summer course in Santa Cruz, California – NLP Master Trainer Certification, by Robert Dilts and Judith De Lozier co developers and co- founders of Neuro Linguistic Programming (.)

Foreign Languages

Dutch – fluent

English – fluent (C1 level)

German – fluent speaking, listening and reading skills (not very good in writing)

Russian – good

Italian – speaking and listening skills- pre intermediate level

Polish – native

Additional details

Good computing skills: Ms Office, accounting and invoicing software. Social media skills and feel for internet marketing. Content marketing skills.

Good communication skills, ethical persuasion, relationship building skills, analytical thinking, quick learning, very good orientation skills, able to travel extensively

Driving licence – cars – since 1998

Economic knowledge: Marketing, Accounting, Management, Human Resources, Basic Copywriting

Interests

Team games, selling, purchasing, negotiating, travel, transport, business development , Internet, music. I hereby agree for processing the following personal information strictly for recruitment purposes in accordance with the regulation regarding the protection of personal data passed on the following date: 29.08.97r. 2002 Dz.U nr 101 poz. 926 with changes.

Please don't hesitate to contact me in case of any questions.

I'm looking forward to hear from you!

Best regards,

Alicia Kucharska