

ANNA WŁOSZEK

born on 27 January 1981 in Oświęcim

PROFESSIONAL PROFILE AND GOAL

- **Knowledge and experience in management, administration, public procurement, accounting, attracting EU funds**
- **Communicative, responsible, well organised, accurate**
- **Analytical skills**
- **Honest, flexible, polite, independent, conscientious**
- **Ability to work in a team, manage a team, willingness to constantly develop on professional and personal level**
- **Resistant to stress, able to work under pressure**

PROFESSIONAL EXPERIENCE

**September 2019 – present Agencja Rozwoju Małopolski Zachodniej S.A.
President of the Management Board**

- Company management
- implementation of plans and strategies
- following the Company development directions
- assets management
- cooperation with the Supervisory Board
- work organisation and supervision of the Company organisational units
- planning investment projects related to the operating activities of the Company
- planning the promotional activities of the Company, supervision of the marketing activities of the Company
- organisation of activities related to the quality standards implemented by the Company and obtaining the applicable permits and certificates
- external representation of the Company

**August 2010 – September 2019 Health Care Centre in Oświęcim
Public Procurement Department Manager
(08.2010-07.2015 – Chief Specialist for Public Procurement; 08.2015-01.2017 Deputy Manager of Public Procurement Department; 02.2017-09.2019 Manager of the Public Procurement Department)**

- supervision of timely and correct operation of the Department
- development and update of conduct procedures for public procurement contracts
- proposing public procurement methods to the Director in accordance with statutory requirements
- preparing annual public procurement plans
- verification of documents prepared by the employees with regard to compliance with the binding legal regulations
- preparing and conducting public procurement procedures
- preparing tender letters and documents and other documents
- preparing contract agreements
- conducting negotiations
- checking and signing off settlement documents with regard to subject-matter contents
- keeping a register of procedures and purchases

**April 2004 – July 2010 BFK sp. z o.o. Bielsko-Biała
Company proxy, accountant, independent clerk**

- coordination of the operation of the Management Board's office, supervision of administrative work
- ensuring efficient communication and flow of documents
- supervision of timely task performance
- responsibility for contacts with banks, financial institutions and government authorities
- preparing cost-estimates and analyses
- contacts with customers in domestic and foreign sales
- issuing sales invoices to domestic and foreign customers
- reconciliation of balances with the contractors
- preparing sales reports and analyses
- control and posting of accounting documents
- booking of financial and accounting documents
- supervision of proper settlements and payments
- preparing VAT purchase and sales registers

January 2007 – January 2008
Chief specialist for administration

Kabe Impex s.c.

- supervision of office work and employees
- coordination of the documents flow project
- staff recruitment
- preparing reports for the Management Board
- supervision of procurement and deliveries
- external representation of the Company
- contacts with bank and government authorities

EDUCATION

2020-2021 **Kraków University of Technology**, Polish-American School of Business
Executive Master of Business Administration (MBA) Programme

2008-2011 **Katowice University of Economics**, Faculty of Finance and Management
post graduate course in accounting

2001-2006 **University of Silesia in Katowice**, Faculty of Law and Administration
major in administration

2000-2003 International House School of English

FOREIGN LANGUAGES COMMAND

English – fluent in speech and writing

French – basic

ADDITIONAL INFORMATION

Driving licence category B (since 1999)

Computer command: very good, efficient use of: (MS Word, Excel, Power Point), Symfonia Handel [Trade], Symfonia Księgowość [Accounting], public procurement websites, SL2014

Electronically signed by:
Anna Katarzyna Włoszek
Date:
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