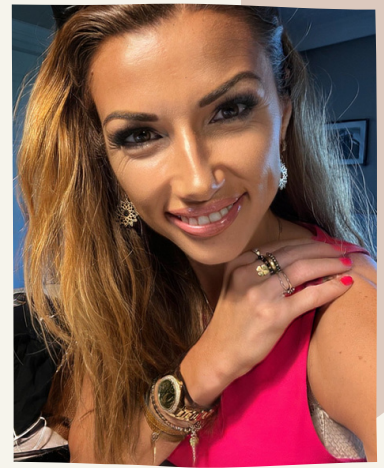


Look at my CV. I'm sure you will say:  
"Yes! We're looking for her!"

# Kamila Malejki



## WORK EXPERIENCE AND BASIC RESPONSABILITIES

### 1. Ogrodnictwo Malejki |2007-now

#### SALES & CUSTOMER SERVICE:

- landscape design - whole process starting from determining customer needs, taking measurements at the garden, through landscppage design, making cost estimates up to signing a contract, project supervision and final payment;
- sales of plants and grass in rolls - advising clients, collecting orders via phone and e-mail, organization of deliveries;
- launching new product and development of the sales network

#### FINANCE, ADMINISTRATION AND MARKETING:

- responsible for finances: contact with banks, issuing/collecting invoices and other documents for accountant office, analyzing costs of running a business, setting margins and prices;
- negotiating prices with both suppliers and customers;
- setting and supervising advertisements (press, radio, TV, Internet);
- publishing sales offers on the internet;
- creating new website [www.malejki.pl](http://www.malejki.pl) (WordPress; self-thought).

#### IMPORT & EXPORT AND LOGISTICS

- responsible for finding new suppliers & organizing transports and deliveries (mostly Poland, Italy and Netherlands);

### 2. Personal projects - REAL ESTATE

#### FLIPPING APARTMENTS

- finding right properties, searching for financing, preparation of plans, layouts and design, choosing and supervising renovation companies, finding customers and closing transactions at the notary.

### 3. Polish Embassy in Paris

#### INTERNSHIP - DEPARTMENT OF PROMOTION, TRADE AND INVESTMENTS |OCT.-NOV. 2009

- respodning to e-mails from companies interested in French-Polish cooperation and searching for potential business partners for them;
- representing Poland at BATIMAT construction trade show.

## PERSONAL SKILLS

- Openness and ease of communication
- Assertiveness
- Easily adapt to different situations and can work on more than one project at a time
- Sense of style.

## SOFTWARE & ONLINE TOOLS

Realtime Landscaping Architect	<div style="width: 100%;"></div>
3DS Max	<div style="width: 10%;"></div>
Canva	<div style="width: 75%;"></div>
Wordpress + Elementor	<div style="width: 25%;"></div>
MS Office	<div style="width: 75%;"></div>
Subiekt + Faktura iBiznes	<div style="width: 85%;"></div>

## LANGUAGE SKILLS

English (FCE)	<div style="width: 85%;"></div>
French (studies)	<div style="width: 75%;"></div>
German	<div style="width: 10%;"></div>
Spanish	<div style="width: 5%;"></div>

## EDUCATION HISTORY

### 2005-2008

University of Wrocław  
ROMAN (FRENCH) PHILOLOGY

### 2008-2010

Wrocław University of Economics and Business  
FINANCE AND ACCOUNTING

### 2008-2009

COURSE FRENCH IN BUSINESS (BY  
PARISIAN CHAMBER OF COMMERCE  
AND INDUSTRY)

## BIGGEST PASSIONS

- Travels - I have already visited 25 countries by car or airplane;
- Real Estate - I am up-to-date with Polish and foreign real estate market;
- Interior and exterior design - especially interested in old buildings and cities;
- Gardening - check my garden on instagram butikowy\_ogrod.