

# NATALIA GULEJ

---

506-774-077 | nataliagulejbusiness@gmail.com

## SUMMARY

Driven self-starter with great interpersonal skills looking for a Production Assistant position. Using extensive communication, organization, and problem-solving skills with adaptability to thrive in a fast-paced environment can proactively work in a team to consistently exceed all company goals while providing a top-tier service that surpasses customers' expectations.

## SKILLS

- Extensive Communication Skills
- Critical Thinking and Problem Solving
- Flexibility and Adaptability
- Collaboration and Teamwork
- Highly Motivated Learner
- Ability to Work Well Under Pressure
- Organizational Skills
- High Attention to Detail
- Strategic and Analytical Skills
- Self-Starter

## EXPERIENCE

**11/2018 to 11/2018**    **Event Coordinator**

**Igrzyska Wolności** — Łódź, Łódzkie

- Participated in pre-event meetings to review expectations
- Coordinated departments for the event production
- Guaranteed that all departments were working together as efficiently as possible
- Analyzed and improved production processes
- Supported customer relationship management

## EDUCATION AND TRAINING

**05/2020**

**High School Diploma**

**IX Liceum Ogólnokształcące** — Łódź

## LANGUAGES

**English** - Fluent

**Polish** - Fluent