

Marcin Starzyk

Flavon max - Tutor/Lecturer - Dublin, Ireland

W: <http://www.worky.com/marcin-starzyk>

Creative highly skilled Web Designer with 3 years of experience as freelancer. Successfully completed Web Design Course in DBS, holder of FETAC level 5 certificate in Advanced Web Design. Proficient in Dreamweaver and Photoshop skills. Excellent communication skills. Proven ability in designing and updating HTML/PHP/Flash websites. Looking for a position in fast paced design agency to continue using my skills.

Marcin Starzyk's Professional Experience

2011 - Present

Flavon max - Tutor/Lecturer

- Flavon max presentations
- Providing lectures / presentations on health related topic.

The subject of presentation: Health and Success

Key Skills

presentations, lectures, flavon max, health and success, antioxidants, antiaging, anti-cancer, free radicals

2008 - Present

CMS Marketing - promotion

- Promoting Cinemizer glasses at Optics
 - Rigginnng / derigging GAA playstation set at various locations
 - Distributing large amount of free football accessories at GAA semi-finals in Dublin
 - Persuading UCD students to open a bank account
 - Winning clients over from other providers and registering with Vodafone network
 - Distributing large amount of free drinks at St. Patrick Parade
-

Key Skills

Promotion staff, Promotional Agent, Promotional staff, Promotional Worker, Promotions

2010 - Present

Jobcare - Resourceroom Assistant

- Advising clients on CV preparation / updates and cover letters
 - Assisting clients on active job search, networking, creating email account
 - Arranging follow up meeting with clients to continuing helping them in successful job search
 - Designing business cards for our clients
 - Maintaining Jobcare's social network channels - blog, twitter
-

Key Skills

Cv preparation and updates, cover letter preparation, Networking, networking, designing business cars, maintaining blog and twitter

2006 - 2008

A&O - Office Administrator / Personal Assistant

- Logging calls, responsible for gathering information necessary to dispatch an engineer on site to resolve the issues that may have arisen
 - Scheduling tickets for our engineers, dispatching engineers
 - Ordering parts from suppliers, creating purchase orders, credit notes, invoicing our customers for maintenance contracts
 - Organising recycling for old IT equipment
 - Inputting new contract details into our sales system (Ulysses) and maintaining existing contracts
 - Issuing various reports / statistics showing contract proficiency, transferring reports into spreadsheets for further processing and various presentations
 - Data entry, transferring contractors timesheets into our system, calculating their salaries issuing various reports and statistics
 - Inputting company phone expenses into our system, in order to compile and distribute various statistics
-

Key Skills

Logging calls, gathering information, dispatching, scheduling, ordering parts, creating purchase orders, invoicing, maintaining, organising, issuing reports statistics,

2008 - 2008

Microsoft - Pricing Analyst

- Publishing pricelists for Microsoft products for Europe and Africa. Maintaining pricelists in SAP
- Answering distributors / retailers queries regarding pricelists and products
- Analysing / validating data in Microsoft excel and access

Key Skills publishing, maintaining, SAP, answering, queries, analysing, validating, Microsoft Excel, Microsoft Access, data entry

2005 - 2006 **Beverly Hills Video - Sales Assistant, Customer Service**

- renting and selling movies
- selling groceries
- advising customers
- query resolution

Key Skills selling movies, advising customers, query resolution

2003 - 2005 **Cinemax CCTV shop - Sales Assistant**

- arranging telephone appointment
- product presentation
- CCTV systems selling

Key Skills product presentation, selling, arranging appointments

2001 - 2003 **Projekt-Spezjal-Bud - Sales Advisor, Warehouse Manager**

Running the CCTV shop:

- selling CCTV equipment
- advising clients about existing products
- maintaining stockroom
- ordering consumer goods
- stocktaking
- system valuation

Key Skills advising clients, maintaining stockroom, stocktaking, ordering parts, valuation

2001 - 2002 **Kapital Insurance - Financial adviser's assistant**

Insurance Agent:

- analysis of insurance
- scheduling appointments over the phone
- meeting up and dealing with clients
- negotiating with clients, insurance selling

Key Skills analysis, scheduling appointments, selling, meeting and dealing with clients, negotiating

Marcin Starzyk's Education and Qualifications

2010 **Certificate - EPC Employment Preparation Course**
Jobcare

2010 **Certificate - Advanced Web Design**
Fas training center Cabra

2010 **Certificate - Manual & Computerised Payroll**
FAS, Abbey Training Centre

2009 **Certificate - Web Design**
Dublin Buisness School

2009 **Certificate - Certificate, Manual and Computerized Accounts, FETAC Level 5 + Payroll**
FAS Training Centre

2006 **Bachelor/Degree - Computer Science, Computer Systems and Networks**
University of Legnica, Poland

2001 **Diploma - Electronic**
Electronic Technical College, Chocianów, Poland

Marcin Starzyk's Additional Information

Links

Worky Profile - <http://www.worky.com/marcin-starzyk>

LinkedIn Profile - http://www.linkedin.com/profile/edit?id=13702098&trk=hb_tab_pro_top

Marcin's Blog - I got a job - <http://www.marcingotajob.blogspot.com>

My portfolio website - <http://www.martinswebsitedesign.com>

Flavonmax Klub Dublin - Health and Success - <http://flavonmaxdublin.blogspot.com>

Languages

English - Fluent

Polish - Fluent

Russian - Working knowlege

Dutch - Intermediate

Interests

Digital photography and photo developing, graphic design, web design, kitesurfing, climbing, wireless networks, green energies, flavonoids, antioxidants

Memberships

West Wood Gym, Sandymount

Awards

Driving Licence - B

Marcin Starzyk's Recommendations

14th March 2011

Tony Merrigan said

I would like to recommend Marcin Starzyk...
