

# ANDRZEJ TOMKIEWICZ

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## EDUCATION

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### University of Aberdeen, MA Business Management and Politics 2024 – 2029

Currently studying a range of subjects, including International Politics, Economics and Real Estate. Specific courses include: Managing Organisations, The Economics of Business and Society, Democracy and Governance, and Understanding Property.

### I Liceum Ogólnokształcącego, Krakow, Poland 2019 – 2024

Matura (equivalent to 'A' levels): Mathematics (90%), Information Technology (90%), English (80%), Physics (80%), Polish (70%), Geography (65%), and History of Music (60%).

## WORK EXPERIENCE

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### Clerical Assistant, Krakow Real Estate, Krakow Summer 2024

- Dealt efficiently with enquiries about properties from the public both in person and on the phone.
- Improved keyboard and IT skills through data entry and management, using Excel spreadsheets.
- Carried out company email shot to several hundred clients working within a strict time frame. This included designing the email and accompanying web page and researching the contact list.

### Customer Assistant, Cubus, Krakow Summer 2023

- Developed excellent customer service skills through dealing with up to 100 customers per day in this busy town centre store.
- Provided added value by participating in sales promotions and demonstrated my ability to give a fast service when the store was short-staffed.

## VOLUNTEERING

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### IT Volunteer, Silver City Surfers, Aberdeen Sept 2024 – present

- Assist older people, individually and in small groups, to gain basic IT skills, like emails and web browsing.
- Developed my communications skills through explaining things step-by-step to people who are completely new to using computers, and by listening carefully to their problems and concerns.
- Gained confidence in public speaking and learned how to build relationships with people who are very different to me in age and background.

## INTERESTS & ACHIEVEMENTS

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- Was a member of my school's football team and won the Regional School League in 2023 with my team. Recently selected for the University of Aberdeen's first club team.
- Elected Class Representative for Business Management which involves collecting my fellow students' opinions and complaints and speaking for them at staff-student liaison meetings. Received training for this role from the Students' Association.
- I have recently joined Nightline and am currently being trained up as listening volunteer to support other students over the phone, particularly during the night.

## REFERENCES

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Available on request