

EWA BUGAJ

Executive Assistant • Resource Support

CONTACT

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EDUCATION

Polish-Japanese Academy of
Information Technology
2020 - 2025

Engineer of Information
Management

SKILLS

- Microsoft Office (Excel, Word, Outlook, Access)
- Google products (Gmail, Calendar, Docs, Drive, Forms, Google Chat, Google Meet, Sheets, Sites, Slides)
- Canva, Adobe Photoshop, Adobe Illustrator, Procreate
- basic programming skills (Java), systems design (UML) and OracleSQL
- knowledge of Microsoft Project and SAP
- Saldeo, Asistar, Greenhouse, Slack, Asana, Lattice, SAP Concur, MyBuy, SimpleBuy, WarePool
- ability to work in a team, good communication skills, easily establish new contacts
- good organization skills
- analytical skills

WORK EXPERIENCE

RESOURCE SUPPORT

HAYS, remotely (full-time)

07/2023 - Present

- Administrative tasks including preparing and sending agreements, creating corrections for timesheets
- Managing contractor's issues and clouds in the Omnimat system on the manager's behalf
- End-to-end management and responsibility for contractors/cloud orders
- Managing onboardings and offboarding of contractors (IT equipment, access management)
- Cooperating with vendors (clarifying irregularities, accessing information for onboarding, etc.)
- Preparing monthly accruals for 16 clouds with an average yearly amount of 70M PLN
- Preparing dashboards and reports for SM/DM

EXECUTIVE ASSISTANT

NDA, remotely (part-time)

11/2022 - Present

- Supporting two executives based in Amsterdam and Toronto on a daily basis in English, including managing calendars, scheduling appointments, and handling travel arrangements
- Managing expenses: collecting receipts and uploading them to the system, adding comments, uploading expense reports
- Coordinating business trips and providing administrative support for the Marketing Technology team

ADMINISTRATIVE ASSISTANT CEE

RTB HOUSE, remotely (full-time)

02/2020 – 07/2023

- Prepare monthly updates from the market
- Control data in the internal system
- Manage business trips for contractors
- Create and manage budgets
- Coordinate onboarding and offboarding processes for contractors

OFFICE MANAGER, OFFICE OPERATIONS COORDINATOR

SAMBA TV, Warsaw
05/2018-11/2019

RECEPTIONIST

MEDTRONIC, Warsaw
10/2015 – 04/2018