

KAROLINA ZIELONKA

JUNIOR PROJECT MANAGER

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 Gliwice, Poland



EDUCATION

UNIVERSITY

Finance and Accounting

University of Economics in Katowice

2015 - 2020

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CERTIFICATES

Professional Scrum

Product Owner I

Scrum.org | Aug 2023

Google Project Management:

Professional Specialization

Certificate

Google | Nov 2024

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COURSES

PRINCE2 7th Edition Foundation

Udemy | In Progress

Critical Thinking for Better

Judgment and Decision-Making

LinkedIn | Jun 2024

Generative AI Overview

for Project Managers

PMI | Dec 2024

Product Management 101

Udemy | May 2024

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MENTORING

IT Project Manager Mentee

DareIT | April 2025

CAREER SUMMARY

Aspiring project manager who thrives in environments requiring high accountability, adaptability, and collaboration. Currently transitioning into project management, I have proactively embraced a learning mindset to build a strong foundation in modern project management practices, process optimization, and project communication. This new direction reflects my natural drive to explore, learn, and contribute impactful solutions – a journey fueled by a deep sense of responsibility and meaningful teamwork.

EXPERIENCE

OFFICE MANAGER

PSOFIX | January 2017 – Present |

- **Process Optimization:** Conducted needs analysis and implemented an order/invoice management tool, eliminating errors and improving financial reporting efficiency.
- **Payment Workflow Automation:** Designed and launched a bank statement processing tool enabling immediate generation of critical payments for the order fulfillment team, increasing process speed by 80% by reducing manual tasks and errors.
- **Budget & Cost Control:** Monitored expenses, performed cost reviews, and optimized operational budgets.
- **Debt Management:** Negotiated terms and ensured timely receivables collection.
- **Cross-team Coordination:** Streamlined daily workflows between management, sales, and service teams.

ACCOUNTANT, HR AND PAYROLL SPECIALIST

PSOFIX | January 2021 – Present |

- **Accounting Management:** Oversaw full-cycle accounting for a company with 14M PLN turnover, processing 400+ documents monthly.
- **Tax Optimization:** Delivered annual tax savings of 250,000 PLN by implementing optimized tax solutions.
- **Cost Analysis:** Prepared detailed efficiency reviews, addressing performance gaps.
- **Payroll Administration:** Ensured payroll compliance, maintained accurate employee records, and optimized HR processes.

SKILLS

TOOLS

Jira, Confluence, Miro, Trello, MS Office.

PROGRAMMING BASICS

Basic knowledge of Python, JavaScript, SQL, API.

ENGLISH B2+