**Magdalena Grela**

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**PERSONAL PROFILE**

* Final Year International Business student at Brunel University seeking graduate opportunities
* Ambitious former IBM Finance and Operations Analyst within Salesforce, **twice Salesforce Certified**
* Linguist and strong communicator and analytical problem solver, flourishing in relationship building
* Organised and proactive opportunity taker, thriving in fast paced and challenging environments
* University rugby team player and club treasurer, responsible for monitoring club budgets and financials

**EDUCATION AND QUALIFICATIONS**

**Salesforce** Admin and Sales Cloud Certification **December 2019 – July 2020**

**Brunel University London BSc Hons International Business September 2017 – 2021**

Final year student on track for 1st Class Honours

**Chatham and Clarendon House Grammar School, Ramsgate. September 2010 – 2017**

A Levels - Business Studies (A), Polish (C) Spanish (C), and Sociology (C)

GCSE – 10 A\* – B including A in Mathematics and English Language

TEFL – Pass (**2015**) British Sign Language Level 1 - Pass (**2015**) organised through the school

**EMPLOYMENT**

**IBM, Finance and Operations Analyst Industrial Placement July 2019 – 2020**

* Developed strong knowledge of Salesforce and Excel used to analyse data financials such as forecasts
* Shadowed and worked closely with European Sales Team to maintain accounts and convert leads
* Maintained and updated financial data within accounts in European markets worth over $200 million
* Directly collaborated with senior management on global projects, ensuring consistency of data
* Analysed and presented visual data innovatively, adapting to suit audience style
* Independent responsibility of weekly tasks such as pipeline, utilisation reports, costs and budgets
* Participation in multiple give back opportunities and events including Think London 2019, leading the Security stand and communicating with clients

**Clarks, Sales Team Member Seasonal 2017 - 19**

* Enhanced communication skills through interacting with range of customers
* Developed critical thinking skills to ensure customer satisfaction while dealing with refunds
* Met and exceeded daily and weekly targets in fast paced environment

**Thanet Colts Café Assistant January 2016 – 2017**

* Developed engaged and long lasting customer relationships
* Calculated turnover and dealt with cash, developing attention to detail

**VOLUNTARY EXPERIENCE**

* Taekwondo coaching in family club as well as helping with sporting events for disabled adults
* Attended Women In Leadership Bright Network event 2019 and participated in NCS (The Challenge)

**REFERENCES** – Available upon request