



BEATA BIELIŃSKA

Office Manager

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Graduate of the Faculty of Management at the University of Warsaw

Graduate of postgraduate studies at the Faculty of Law and Administration of the University of Warsaw

Graduate of the Managers and Personal Advisors course at the International School of Managers

Graduate of postgraduate studies at the Faculty of Geodesy and Spatial Management, University of Warmia and Masuria

Languages

- English

Experience

Beata Bielińska is a manager with many years of experience, which she has gained since 1994 in managing administrative and operational areas in leading law firms on the Polish legal market.

She specializes in organizing, managing and coordinating the human and financial resources. Beata is also responsible for the day-to-day administration of the office, supervision of circulation of settlement documents and verification of accounting documents.

Beata Bielińska started her professional career as a legal assistant, then directed her professional career to the position of deputy office manager, director of administration and the office director. This experience has strengthened her knowledge related to the activities of law firms.

She was also a member of the Polish Professional Women Network, participated in trainings, meetings and workshops organized by the Polish Professional Women Network and by the French Chamber of Industry and Commerce in Warsaw. She also participated in the meetings of the Tax Committee for the Avoidance of Double Taxation in Paris, as well as in trainings organized by the OECD in Vienna.