



# JOANNA WIELGUCKA

Reception Coordinator

## CONTACT

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Graduate of the Academy of National Defence in Warsaw at the Faculty of the National Safety with National Defence on a major subject

Graduate of the University Cardinal Stefan Wyszyński in Warsaw at the Faculty of Law and Administration with Administration as a major subject

## Languages

- English

## Experience

Joanna Wielgucka's duties are to support the Law Office in everyday secretariat activities. She is responsible for business meetings service, all the work connected to letters, mails and documents circulation at the Law Office as well as for a proper office performance.

During the past years she has gained her experience while working in a prestigious Law Office and also in a public administration, broadening her knowledge about a law market specificity and raising her professional qualifications. Among the others she was responsible for a correct documents circulation, letters and mails service, lawsuit monitoring, internet portals monitoring and the right office performance.

She devotes her free time to personal development and active rest with friends.