



PAULINA KOSTRO

Office Manager

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Office Manager at Krzysztof Rożko i Wspólnicy Law Firm

Graduate of the Higher School of Social and Natural Sciences Vincent Pol in Lublin majoring in physiotherapy

Graduate of the Radom Higher School in Radom majoring in physiotherapy

Languages:

- English

Experience

Paulina Kostro has over 5 years of experience in administrative work. She held positions such as: Receptionist and Administration Specialist.

As part of her professional duties, she was responsible for, among others: for operating the telephone exchange, ensuring the proper circulation of documents, including mail, shopping, coordinating business meetings, organizing events for employees and customers.

She also performed tasks in the field of marketing communication and human resources management. She took care of the website and intranet. She organized training, recruitment and business meetings. She co-created and implemented projects: an annual work-life-balance program for employees, fruits at work and informal meetings of the President with employees.

Currently, he takes care of the proper functioning of the Law Office, including: supervises the correct handling of documents, mail handling, organization of business meetings and supports lawyers in their daily work.

Privately, she likes dancing and she is interested in volleyball and computer graphics.