

# Aleksandra Szmurlik- Dominguez

Project Specialist



## Personal Info

### Address

Leonów 11a, 95-001 Biała

### Phone

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### Email

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## Skills

Communication Skills ★★★★★

Interpersonal Skills ★★★★★

Teamwork Skills ★★★★★

Leadership Skills ★★★★★

Project management ★★★★★

Organizational skills ★★★★★

Creative Problem Solving ★★★★★

Risk management ★★★★★

## Languages

English - C1

Serbian / Bosnian / Croatian - C1

A professional with thirteen years of experience in working in an international environment, knowledge and experience in project management, whose key advantages are personal competencies and solution-oriented thinking. A creative person, able to manage change, who combines various competencies in order to achieve the best results.

## Work History

2023-09

- present

### Partnerships and Projects Coordinator

*WiseEurope, Warsaw, Poland*

- Full coordination of projects under international and national grants in the field of the Energy and Climate Cluster;
- Cooperation with foreign partners;
- Team management, delegation of tasks.
- Liaised between departments to facilitate communication and keep appropriate parties updated on project developments.
- Kept projects on schedule by managing deadlines and adjusting workflows.

2020-10

- 2023-06

### Head of Division of International Educational Projects

*Lodz University of Technology, Łódź*

- Led projects and analyzed data to identify opportunities for improvement,
- preparation of project applications as part of international and national educational programs in the field of internationalization of University (including Erasmus +, Visegrad Fund, CEEPUS, NAWA programs),
- coordination, implementation and financial settlement of projects implemented by International COoperation Centre,
- conducting information and training activities at TUL on international programs and educational funds,
- supporting University units and employees in applying for subsidies and in the implementation of international educational projects,
- cooperation with foreign partners.

2014-10

- 2021-07

### Coordinator of international projects

*"3 Floors" Educational Center, Łódź*

- Coordination of long-term international projects
- Analysis and monitoring of activities in the project
- Implementation of the organization's recruitment strategy
- Designing and conducting training in soft skills
- Administering workplace training programs
- Planning the path of work and study
- Assessment of the effectiveness of training programs
- Led projects and analyzed data to identify opportunities for improvement.
- Used critical thinking to break down problems, evaluate solutions and make decisions.
- Created plans and communicated deadlines to ensure projects were completed on time.
- Identified issues, analyzed information and provided solutions to problems.

2013-06

- 2013-09

### Assistant coordinator of the project "Here I am! An artist effective on the labor market "

*FERSO Foundation for the Education and Development of Civil Society, Łódź*

I agree to the processing of personal data provided in this document for realising the recruitment process pursuant to the Personal Data Protection Act of 10 May 2018 (Journal of Laws 2018, item 1000) and in agreement with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).

## Hobby

Human Resources

traveling

South-american literature

Serbian culture and customs, the history of the Balkans

climbing

- Prepared a variety of different written communications, reports and documents to ensure smooth operations
- Quickly learned new skills and applied them to daily tasks, improving efficiency and productivity
- organizational assistance (office work, personal contact with the National School of Fine Arts in Łódź),
- collection and systematization of documentation,
- database management,
- support manager in communication with beneficiaries involved in the project,
- recruiting participants
- providing information, collecting reports, documentation from participants

2013-06  
- 2013-09

### **Assistant coordinator of the project "Professional 3rd sector"**

*FERSO Foundation for the Education and Development of Civil Society, Łódź*

- organizational assistance,
- collection and systematization of documentation,
- keeping databases of beneficiaries,
- developing a mailing list of project participants,
  
- supporting the manager in communication with the beneficiaries involved in the project

2013-04  
- 2013-06

### **Coordinator of the international conference "Youth are creating Europe"**

*FERSO Foundation for the Education and Development of Civil Society, Łódź*

- planning and coordinating all activities to successfully conduct meetings and conferences
- obtaining orders for meetings,
- organization of conference logistics
- database management,
- supporting manager in communication with beneficiaries involved in the project,
- organizational assistance
- collection and systematization of documentation,
- recruiting participants
- providing information, collecting reports, documentation from participants

2011-09  
- 2012-06

### **Volunteer under the Youth in Action program**

*Organization for Solidarity Mobility Ecology and Humanity of youth, Belgrade, Serbia, Belgrade, Serbia*

- assistance in organizing international training,
- preparation and implementation of own projects and participation in projects organized by other volunteers.

2011-04  
- 2011-09

### **Organization and Marketing Specialist**

*Park Miniatur SA, Łódź*

- development and implementation of a promotion strategy for a science and entertainment centre for children,

- organization of events, exhibitions and conferences,
- cooperation with external partners,
- direct cooperation with the management of the Manufaktura shopping and entertainment centre.

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## Education

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- 2019-10  
- 2021-07
- Human Resource Management, postgraduate studies**  
*Lodz University of Technology, Łódź*
- 2005-10  
- 2010-06
- Slavic philology, master studies**  
*University of Lodz, Łódź*
- 02. 2007 - 02. 2010 Faculty of Philology, University of Lodz, major: Polish Studies; specialization: teaching Polish as a foreign language
  - 10. 2005 - 11. 2010 Faculty of Philology, University of Lodz major: Southern Slavic Studies specialization: Serbian Philology
  - 02. 2009 - 06. 2009 Faculty of Philosophy of the University of Ljubljana Department of Southern Slavic Studies under the LLP-Erasmus program
  - 10. 2009 - 06. 2010 Faculty of Philology of the University of Belgrade Department of Serbian language and literature studies under the intergovernmental agreement

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## Courses

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- 2023-06
- "It`s up to me" Training of Trainers**  
*NaturKultur*  
<https://itsuptome.eu/#theproject>  
"It's up to me" is a holistic approach to train and mentor highly skilled trainers who are going to work transferring know-how, organizing and delivering high-quality projects with young people. During the training, participants learn how to design projects and activities, discover tools and methods available, and work on mastering their soft skills.
- 2023-04
- Getting things done Level 2: Projects and Priorities**
- 2023-03
- Getting things done Level 1: Fundamentals**
- 2022-11
- Lean Six Sigma Yellow Belt**
- 2017-07
- Certification IPMA D in Project Management**
- 2016-04
- International training "Coaching +" from the Erasmus + program**
- 2012-10
- Trainings in team management and work in a non-governmental organization**  
*Lodz Citizens' Center*