



Weronika Opalka

International business graduate based in Glasgow with experience in charity startup and creative industry management.

Glasgow, UK

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Links

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Languages

- Polish (Fluent)
- English (Fluent)
- Spanish (Work Proficiency)

About

I recently graduated with a degree in International Business (MA Hons) at the University of Edinburgh. Positive, energetic, and eager to further grow and develop my practical business skills outside of my academic studies. I am very passionate about creative industries, which fundamentally underpins why the majority of my projects focus on modern and cultural development. This has ultimately required me to develop an innovative yet practical mindset when it comes to overcoming today's global challenges. Additionally, I am an articulate communicator, and participated in multiple team projects at a local and international scale (to mention a few; AIESEC conferences, event management, Spanish exchange, coordinating a worldwide music album release, etc). Naturally, this has led me to be a highly organised and effective team player who will create positive peer pressure by challenging other team members to channel their full potential. I thrive off hard work and see this role as a unique opportunity for me to use this previous experience and ultimately, add value to the work in your business.

BRANDS WORKED WITH

- Arta
- Artisan People
- Clydebank
- Olly Bongo'S Café
- Pamplona
- Prism Client Solutions
- Advice Direct Scotland
- Crowne Plaza

Experience

● WAITRESS, BAR STAFF AND RECEPTIONIST AT

Arta | Now

Confident in communicating with customers and efficiently taking orders and requests in a fast-paced environment. High attention to detail in the maintenance of the workplace, and organisation of equipment and resources in the venue. Significant amount of experience in effective task management, and team work when delegating tasks with bar and kitchen. Hosted large quantities of guests for a diverse scope of celebrations such as weddings, anniversaries, birthdays etc. with professional customer service, guiding the guests to their tables/rooms, managing the reception and ticketing for events.

● BRAND AMBASSADOR

Prism Client Solutions | Sep 2021 - Oct 2021

Exhibit brand knowledge to customers in an authentic and genuine manner while being prepared for any feedback. Efficiently captured demand of potential customers by effectively tailoring portfolios for each sale and creating quotes to share relevant information with clear communication. Building a sense of trust with each person on the field by establishing their needs first and offering the most suitable plan.



● COMPANY DIRECTOR & SECRETARY

Clydebank | Sep 2021 - Jan 2022

Main duties included making management decisions for the variety of award-winning initiatives such as youth information and support networks for vulnerable communities (to name a few; Peer Mentoring, Youth Carers, bike renting, creativity workshops). Organised fund-raising events that developed my analytical and project management skills (i.e. charity walk on the WHW). Formulated minutes of discussions from board meetings effectively and regularly updated action plans for future meetings. Reviewed invoices for projects strategically ensuring to look at every option to minimise costs, building problem solving skills. Documented events and created content for promotional purposes on social media, growing my interest in digital marketing.

- **ENGLISH TEACHER**

Pamplona | Nov 2019 - Jan 2020

Taught English for 6-10 year old native Spanish children. Tutored in creative ways - using my bilingual expertise - to develop my mentoring skills for young people. Effectively shared knowledge within the domain of a different culture. Overseen the learning growth of the children and motivated them to sustain their curiosity about the global environment.
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- **FRAGRANCE CONSULTANT**

Artisan People | Nov 2018 - Jan 2019

Sold and promoted high-end perfumes in different beauty stores around Edinburgh, ultimately growing my interest in sales. Became resilient to working under pressure in a professional manner in sales and face to face customer service. Developed as an effective and persuasive sales person by building rapport with the customers.
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- **WAITING & BAR STAFF**

Olly Bongo'S Café | Mar 2018 - Jun 2018

Mastered excellent customer and waiting service skills with appropriate interaction to ensure customer satisfaction. Developed time management due to the part time shifts taken between my university studies. Became confident in event management thanks to my hosting of Live Greek Music events.

Education & Training

2017 - 2021

- **University of Edinburgh**

Bachelor , International business MA