

I have over 10 years experience in sales. I sold Swiss watches, Japanese. I was selling jewelery in the jewelry store. I am a freelancer, positioning and optimizing web pages in search engines such as google.

WORK EXPERIENCE

01/04/2015 – 28/02/2018 **SHOP SALESPERSON**

DOLINSKI WATCH SERVICE SP. Z O.O. SP. K.
PL. KOSCIUSZKI 13/1A,
50-028 WROCLAW (POLAND), <https://dolinski.pl>

Responsibilities:

- seller watches (swiss watches: Longines, Rado, Eterna, etc.)
- customer service shop
- online customer service
- taking care of the current offer presented on the website
- watchmaker service

01/05/2004 – 01/03/2015 **SHOP SALESPERSON**

YES BIZUTERIA SP. Z O.O., WROCLAW (POLAND)

Responsibilities:

- service of the online shop: zegarki.wroclaw.pl
- sales account on the portal: allegro.pl
- online ordering, customer contact via phone and email
- update of the online store assortment
- customer service in a stationary store (sale of watches and jewelery, individual orders)
- after-sales service (product complaints)
- keeping financial records
- training of new employees in the field of software sales KC-Firma, rules of internal document flow
- service of watchmaking services (reception and delivery of ordered services)



PERSONAL INFORMATION

Kapliczna 2 / 5, 51-006 Wroclaw, Poland

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my site: misiura.eu

EDUCATION

01/09/1993–20/06/1997 **TECHNICIAN ELECTROMECHANICS,
SECONDARY EDUCATION**

SCHOOL OF COMMUNICATION IN WROCLAW,
WROCLAW (POLAND)

SKILLS

- **driving licence (Polish)**
- intellectual creativity
- freelancer, positioning and optimization of web pages in search engines
- implementation of online shopping optimization
- e-commerce administration
- knowledge of software (prestashop, opencart, quick cart, magento)
- web development based on: PrestaShop, Quick.CMS, Wordpress, HTML5, CSS
- full support, configuration and optimization of Wordpress content management system
- search engine optimization websites
- conducting an audit of SEO
- Knowledge of tools: Google Analytics, Google AdWords, Google Webmaster Tools
- Support for Microsoft Office, Photoshop, Affinity Photo, Corel
- Support for operating systems: Windows, Linux - Ubuntu, MacOS Sierra
- repair and configure operating systems: Windows, Linux -Ubuntu
- advanced virus removal and data recovery capabilities
- remote help :)

SOCIAL MEDIA

[instagram.com/mirekmisiura/](https://www.instagram.com/mirekmisiura/)

[facebook.com/mirek.misiura](https://www.facebook.com/mirek.misiura)

LANGUAGES

Native: Polish

Other languages: English (A2), Russian (A2)