

## CURRICULUM VITAE



### PERSONAL DATA:

Name: Jacek Chmielewski  
Date and place of birth: 1969.03.03, Warszawa  
Marital status: married, one daughter  
Address: ul. Piłsudskiego 28A, 05-870 Błonie  
Tel. numbers: mob. +48 602 22 44 64

### EDUCATION

1997 – 2003 **Warsaw School of Business Activity**  
*Bachelor Diploma of Business Management*  
1995 – 1996 **School of Business and Foreign Languages**  
Diploma of economy technician

### WORK EXPERIENCE

09.2006 till now **Media Markt Polska Sp. z o.o.**  
Electronic and home appliances retailer  
  
**Service Manager, Since July 2007 Administrative Manager** inc charge of all non-sales divisions In the company (Cash, Service, Warehouse, Logistics), responsible directly to the General Manager, security issues co-ordination (security of employees, goods and customers), implementation of the procedures and internal rules , employees trainings in the field of IT security and extraordinary situations, facility management. Logistics process analyzes.

08.2002-05.2006 **Digital Media Service Sp. z o.o.**  
Authorized repair Service of electronic and devices and mobile phones  
  
**Chief Executive Officer, Key Account Manager** Responsible for co-ordination of the whole company activities. I successfully applied ISO 9001:2002 and ISO 14001 certificates. I was responsible for keeping a good relationships with all of the strategic B2B customers. I was personally involved In many new contracts of the company. DMS Sp. z o.o. co-operates with Blaupunkt, Mitsubishi, Panasonic, Sagem, Hagenuk, AEG, Topcom and many others.

05.1998-10.2002 **JKD electronic equipment service Polska Sp. z o.o.**  
Authorized mobile phones repair service  
  
**Import/export specialist than Import Manager.** Responsible for spare parts supply chain co-ordination. I managed the Department of Logistic. At the same time I worked for the company **F1 Communication Systems Sp. z o.o. at the position of Import Manager.** I possessed a perfect knowledge of international trading and customs procedures. I was responsible for buying the goods (mobile phones, accessories and spare parts) for Sales Department.

1997-1998 **Elite Paging Sp. z o.o.** – Paging op. and mobile phones accessories distributor  
  
**GSM specialist** Responsible for GSM accessories buying and warehouse. I had a contacts with many Asian (from China) supplier and I imported all of the accessories which were being sold by the company.

1995-1997 **Makro-Budomat Sp. z o.o.** – Construction enterprise  
  
**Buyer** responsible for providing a company with all needed materials and equipment

## **TRAININGS**

February 2008  
October 2007

**Manage Others** by PersonelProfit  
**Manage Self** by PersonelProfit

## **FOREIGN LANGUAGES**

Polish – mother tongue  
English – essential  
German – can communicate  
Russian – can communicate

## **OTHER SKILLS**

Computer skills: MS Office – very good  
Driving license of the “B” category  
Co-operation with mobile technologies magazine “**Mobility**” ([www.mobility.com.pl](http://www.mobility.com.pl)) . I am an author of articles on mobile and consumer electronics.

## **WORK FOR THE COMMUNITY**

Lector of the Stefan Batory Foundation Commission of the Alcohol and Drug Addiction

## **HOBBY**

Rock music – guitar player  
New Technologies  
Addictions prevention  
Sport

## **HEALTH**

Excellent. I don't smoke.