hello.txt

CURRICULUM VITAE

WERONIKA NIEMIERZYCKA

Remote Executive Assistant & Virtual Secretary

I keep founders and small teams organised: **inboxes, diaries, meetings, documents** and all the admin that piles up in between. I've done it as a **personal assistant** to a private client, as a **company secretary**, and for **three freelance clients at once**. I'm calm, quick, and very good at remembering the thing you forgot.

Inbox management · Calendar & scheduling · Meeting notes & minutes · Correspondence · Travel booking · Documents & filing · CRM & records · Reporting

RIGHT NOW

Company Secretary at Shannova · Partnership & Marketing Manager at Revel · business support for 3 freelance clients

contact.vcf

EMAIL hello@weronika.uk

WEB weronika.uk

LINKEDIN in/wniemierzycka

BASED Vienna, Austria · works remotely, any time zone

4,000+ student records handled a year

3 active freelance clients

400+ users brought onto Revel

35 partner organisations onboarded

HOW I WORK

Organised, discreet and quick to reply. Happy to work across time zones.

experience — part 1 of 2

EXECUTIVE & ADMIN EXPERIENCE

MAY 2025 — PRESENT
FREELANCE · REMOTE

Business Support & Communications · 3 active clients

- Run **correspondence, documentation, reporting and meeting coordination** for **3 clients at once**, each with their own systems and deadlines.
- Prepare **presentations and business materials**, so clients go into every meeting prepared.

JUL 2026 — PRESENT
SHANNOVA

Company Secretary

- Built the company's **full governance framework from scratch**: every **policy and statutory register**, giving the company a complete, up-to-date record from day one.
- **Minute board meetings** and track actions, so decisions are recorded and followed up.

APR 2022 — AUG 2023
CONFIDENTIAL PRIVATE CLIENT

Personal Assistant

- Ran the **inbox and diary**, **international travel**, correspondence and **meeting follow-up** for a private client for **16 months**.
- Trusted with **confidential** personal and business matters.

MAR 2025 — MAR 2026
THE OPEN COLLEGE

Student Coordinator

- Managed **enrolment, records and certification for 1,000+ students every 3 months**, over 4,000 a year.
- Ran **scheduling and reporting**, and coordinated across departments.

experience — part 2 of 2

OPERATIONS & PARTNERSHIPS

MAY 2026 — PRESENT
REVEL · REMOTE

Partnership & Marketing Manager

- Built the European partnership pipeline from zero: **35 partner organisations onboarded** and **400+ users** brought onto the platform.
- **Cleaned up the CRM**: fixed data across **100+ contact records** and set a **GDPR-compliant legal basis for 102 contacts**.
- Ran a **3-step, A/B-tested email sequence** to a **136-company** prospect list across Ireland and the UK.
- Launched a **referral programme** (partners earn **15%** of the platform fee), produced a **15-episode video series** and run content across **5 social channels**.

FEB 2024 — 2025
MAZING GMBH · VIENNA

Partnerships Manager

- Ran **partner onboarding and administration**: contracts, records, documentation and **internal reporting**.
- Grew the **active leads list to 300+** and coordinated day to day between partners and the **sales, delivery and recruitment** teams.

EARLIER

Student Services · Maynooth University

- Also: Youth Lead, Comhairle na nÓg · Transcriptionist, Rev.

skills.app

SKILLS

EXECUTIVE SUPPORT
Inbox & diary management · Scheduling · Travel booking · Meeting coordination · Minutes & follow-ups · Correspondence

ORGANISATION & RECORDS
Document management · Policies & registers · Filing calendars · CRM data quality · Reporting

COMMUNICATION
Business writing · Copywriting · Presentations · Stakeholder coordination

TOOLS
Google Workspace · Microsoft 365 · Notion · Slack · HubSpot · Brevo · Canva · Figma

education.pdf

EDUCATION

Bachelor of Civil Law (BCL), Minor in Criminology

MAYNOOTH UNIVERSITY
Elected Student Representative and University Ambassador: advocacy, event coordination and communication for the student body.

languages.txt

NATIVE
English · Polish

CONVERSATIONAL
French · Irish

LEARNING
German (elementary, improving)

REFERENCES AVAILABLE ON REQUEST

@ hello@weronika.uk · weronika.uk · in · wniemierzycka