




CEZARY HOMZIUK


PROJECT ADMINISTRATOR

CONTACT

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 LE18, Leicester

SKILLS

- Project Management
- Communication
- Online Marketing
- Customer Relations
- Software Training
- Graphic Design
- Administration
- Customer Service
- Data Analysis
- Teamwork

LANGUAGES

- English
- Polish

PROFESSIONAL PROFILE

Motivated Project Administrator with **significant experience in diverse organizations, qualified IT Technician and UX passionate.** Seeking the opportunity to provide top-notch administrative support and ensure efficient operations.

WORK EXPERIENCE

Project Administrator at Vervide Ltd. in Enderby

September 2022 - Present

- **Developed and implemented customer complaints handling process** conforming to ISO 9001:2015 using Sage CRM.
- Provided comprehensive support to the Senior Management Team, handling **complex administrative tasks**.
- **Analysed** project performance data and identified areas of improvement, resulting in increased efficiency.
- **Coordinated project meetings and follow-up tasks**, ensuring all stakeholders were kept up to date on progress.
- Facilitated **communication between internal teams** and **external vendors**, resulting in smoother project delivery.

Self-employed: Senior Insurance Advisor at Owl Financial

July 2017 - October 2021

- Managed a franchise, driving sales growth, acquiring new customers, and providing **personal protection counsel**.
- Led a team, oversaw day-to-day operations, and **ensured compliance** with company policies.
- Maintained **strong relationships with clients** and customers and handled various administrative tasks.

EDUCATION AND CERTIFICATIONS

- Technical College Degree: IT
 - **Certificate of competences: Technician IT - Europass**
- **Foundations of User Experience (UX) Design - Google**
- **Diploma in Digital Marketing - Upskillist**
- **Project Management Fundamentals - Alison**