

# **AGNIESZKA BOKSZ BOR**

Accomplished executive and personal assistant with over 12 years of experience

## **EDUCATION**

2006 – 2007

Kozminski University (Warsaw), Post-Graduate Diploma: Human Resources Management

1998 – 2003

University of Warsaw (Warsaw), Master of Political Sciences

1995 – 1997

Office Administration Specialist College (Warsaw)

## **EXPERIENCE**

March - May 2015

Citibank N.A. / Citi Group (Zurich, Switzerland) Administrative Assistant

June 2013 - November 2014

Naspers Group / Tradus Allegro AG (Zug, Switzerland) Legal Assistant & Office Manager

March 2001 - May 2008

Ernst & Young (Warsaw, Poland) Executive Assistant

September 1999 - February 2001

Tyco Electronics (Warsaw, Poland)  
Office Manager & PA to the Managing Director

September 1997 - June 1999

Lord International Outdoor Media (Warsaw, Poland) Secretary & Advertising Account Executive

## **LANGUAGES**

Polish, English, German