

Contact

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References

Filip Janczak | Creators Media

Co-Founder and Director

Email: f.b.janczak@gmail.com



Experience

- **Intern: Social & Content Marketing Assistant**
Bluebella February 2024 - April 2024
 - Managed social media platforms, including responding to comments and DMs.
 - Scheduled posts for strategic campaigns to maximise engagement.
 - Assisted in content creation tasks, maintaining a consistent brand voice.
 - Enhanced brand visibility and engagement across channels through collaboration with the marketing team.
- **SLA ID Checker**
Middlesex University September 2023
and January 2024
 - My meticulous data analysis, powered by Microsoft Office Suite, has been instrumental in ensuring accurate and compliant visa registrations, directly impacting the success of our operations.
 - Utilised solid organisational skills to streamline processes with the help of Microsoft tools.
 - I applied excellent communication and problem-solving skills to enhance team collaboration.
 - I specialise as a student visa ID check specialist focusing on efficiency and compliance.
- **Student Learning Assistant**
Middlesex University October 2022 - January 2024
 - Leveraged excellent academic grades to secure the position.
 - Empowered fellow students to excel academically through guidance and support.
 - Facilitated collaborative learning among students.
 - Provided resources to ensure academic success.
- **Team Leader of Service**
itsu October 2019 - December 2023
 - Led a dynamic team to deliver exceptional customer service at Itsu.
 - Oversaw daily operations and optimised workflows for efficiency.
 - Fostered a positive work environment through effective leadership.
 - Managed operations efficiently and collaborated with teams to achieve goals.
 - Implemented training programs to enhance team skills.
 - Prioritised and ensured exceptional customer service.

Software

Photoshop | photo edits

Premiere Pro | short videos edits

Adobe After Effects | animation for videos

Dreamweaver | fundamental coding

Visual Studio Code | fundamental coding

Blender | designing 3D assets

Canva | all designs

Microsoft Office Suite | Excel, Word, Outlook, PowerPoint

Certifications

- Google Ads Search
- AI-Powered Shopping ads

Education



BA Digital Media and Communication

Middlesex University, London

September 2020 - June 2024

Grade: **First Class Honours**

Coursework included: new media, video production, website design, and data visualisation.

Skill Set:

- Visual communication, digital content creation, and campaign strategy.

Career Objectives:

- Prepared for roles such as Social Media Analyst, Digital Content Manager, or Creative Technologist.

Technical Skills

Proficiency in Social Media Management

- Managing social media platforms.
- Scheduling posts for strategic campaigns.
- Responding to comments and DMs to engage with the audience.

Content Creation

- Assisting in content creation tasks.
- Maintaining a consistent brand voice.
- Enhancing brand visibility and engagement.

Data Analysis and Management

- Proficient with Microsoft Office Suite (Excel, Word, Outlook, PowerPoint).
- Experience in data analysis to ensure accuracy and compliance.

Soft Skills

Motivation and Commitment

- Demonstrating motivation and commitment to achieving marketing goals and personal development.

Creative Thinking

- Generating innovative ideas for marketing campaigns and content creation.

Problem-Solving

- Applying problem-solving skills to enhance team collaboration and operational efficiency.