

# Adrian Skowronek



Poland



Male

Operations & Project Execution Specialist with 3+ years of experience supporting founders and cross-functional teams in fast-paced digital environments. Experienced in coordinating projects end-to-end, maintaining CMS-driven platforms, executing structured QA and content update cycles, and improving operational clarity. Strong focus on AI-assisted workflows and lightweight automation (Zapier, Power Automate) to reduce manual effort and improve execution speed. Comfortable operating in remote, async environments with high ownership.

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## WORK EXPERIENCE

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08/2025 – 02/2026

Malta

### **SEO & Content Operations Specialist**, *Clickout Media*

- Managed structured content updates across a multi-domain portfolio (100+ websites)
- Executed recurring SEO optimization cycles based on performance data
- Maintained publishing workflows within WordPress CMS
- Improved content accuracy and consistency across high-traffic ranking pages
- Collaborated cross-functionally with SEO, editorial, and product teams

04/2025 – 09/2025

Poland

### **Project manager**, *Water Studio*

- Coordinated marketing and creative projects from planning to delivery
- Delegated tasks and monitored execution across cross-functional teams
- Maintained structured reporting systems and project documentation
- Supported the CEO with operational decision-making and workflow improvements
- Implemented AI-assisted task structuring and reporting workflows to reduce manual coordination
- Oversaw multiple concurrent marketing and creative initiatives

04/2024 – 04/2025

Poland

### **Executive assistant**, *Water Studio*

- Supported executive-level operations, scheduling, and documentation
- Coordinated communication between creative, marketing, and leadership teams
- Managed internal databases and reporting processes
- Contributed to process organization and operational clarity across projects

07/2024 – 02/2025

United Kingdom

### **Marketing manager**, *DNA Crypto*

- Managed WordPress-based website and implemented on-page SEO improvements
- Conducted keyword research and content optimization using SEMrush
- Improved website visibility through structured SEO adjustments
- Created data-informed content aligned with performance objectives

06/2023 – 10/2023

Poland

### **Administrative officer**, *LS EV Poland Sp. z o.o.*

- Supported internal documentation and operational workflows
- Coordinated vendor communication and business travel logistics
- Maintained structured record-keeping and compliance processes
- Assisted multiple departments to ensure smooth daily operations

2019 – 2023

Poland

### **Early Career & Media Experience**

- Journalism, content creation and social media management roles
- Early experience working in WordPress-based publishing environments
- Customer communication and coordination experience (call centre, media projects)
- Exposure to structured campaign and event coordination

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## EDUCATION & TRAINING

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2023 – 2026	<b>Management</b> , <i>Merito University Wrocław</i>
2019 – 2023	<b>A.18 Conducting Sales A.22 Doing Business Commercial</b> , <i>Zespół Szkół Nr 3 Im. Kombatantów Rzeczypospolitej Polskiej</i>
2023	<b>Office Work Management</b> , <i>VCC Foundation</i>
2023	<b>Project Management Principles</b> , <i>Project Management Institute</i> Website: <a href="https://www.pmi.org/">https://www.pmi.org/</a>

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## SKILLS

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### Operations & Project Management

- Project & workflow coordination
- Executive / Founder support
- Website QA & launch readiness
- Process documentation & SOP building

### AI & Automation

- AI-assisted workflow design (Claude, ChatGPT)
- Prompt-based content structuring
- Zapier automations
- Microsoft Power Automate

### Digital & Technical

- CMS management (WordPress, WooCommerce)
- Basic Shopify exposure
- SEO & content operations
- Keyword research (SEMrush)
- Basic GA4 analytics

### Tools

- Google Workspace
- MS Office
- Monday
- Trello
- Airtable
- ClickUp

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## LANGUAGE SKILLS

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Polish	● ● ● ● ●	English	● ● ● ● ●
Spanish	● ● ● ● ●	German	● ● ● ● ●