

ALEKSANDRA MAZURKIEWICZ

EXECUTIVE BUSINESS PARTNER | EXECUTIVE OPERATIONS

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PROFILE

Executive Business Partner with 13+ years of experience working alongside senior leaders in international organisations. Turns complexity into structure, removes operational friction and creates leverage through sound judgment, cross-functional relationships and end-to-end ownership. Commercially minded, with a strong interest in technology, AI and automation.

SELECTED BUSINESS IMPACT

- **Cost protected:** Avoided EUR 20,000 in offsite cancellation costs while preserving Board preparation time.
- **Efficiency identified:** Identified approximately EUR 50,000 in estimated annual savings through a new travel platform.
- **Operations scaled:** Built remote office systems across Berlin and San Francisco and delivered offsites for up to 100 people.
- **Leadership enabled:** Supported a CEO and six C-level executives across three time zones and onboarded three new C-level leaders.
- **Lean support model:** Combined executive support, office operations and HR coordination in a scope comparable to up to three dedicated roles.

CORE CAPABILITIES

Executive partnership / Operational problem-solving / Cross-functional execution / Process improvement / Stakeholder alignment / Vendor negotiation / Leadership offsites / Distributed operations / HR operations / AI and automation

EXPERIENCE

Kleinanzeigen | Berlin, Germany

Executive Business Partner

- Avoided EUR 20,000 in cancellation costs by renegotiating an offsite that conflicted with a rescheduled Board meeting.
- Delivered leadership offsites for up to 30 participants while protecting Board preparation time and attendance.
- Aligned executive calendars, facilitators, venues and suppliers; presented viable options instead of unresolved problems.

eyeo | Berlin, Germany

Executive Assistant to CEO and CPO

- Led a travel-platform change from pain-point analysis and vendor evaluation through CFO approval, rollout and training.
- Identified approximately EUR 50,000 in estimated annual savings and created a more scalable travel process.
- Supported the CEO and six C-level executives across three time zones; onboarded three new C-level leaders.
- Managed complex calendars and international travel while balancing fast-changing leadership priorities.

EXPERIENCE - CONTINUED

Inkitt | Berlin / San Francisco

Executive Support | Business, Office and HR Operations

- Supported four C-level executives while owning office, event and HR operations in a fast-growing company.
- Delivered leadership and company offsites for up to 100 people across Berlin and San Francisco.
- Built remote delivery, inventory, supplier, postal and equipment systems across two international offices.
- Managed interview coordination, onboarding, offboarding, contracts, amendments and employee administration.
- Combined responsibilities internally comparable to up to three dedicated support, office and HR roles.

Bayer

Selected scope: Process improvement and operational reporting

- Improved processes, documentation and operational reporting in a structured international environment.

McKinsey & Company

Selected scope: Executive and partner support

- Built a strong foundation in partner support, complex scheduling, travel, discretion and stakeholder communication.

OPERATING APPROACH

Understand the problem -> Investigate options -> Recommend a direction -> Own execution

- Brings decision-ready options rather than escalating unresolved problems.
- Builds trusted relationships that accelerate cross-functional execution.
- Balances business context, practical detail and disciplined follow-through.

EDUCATION AND PROFESSIONAL DEVELOPMENT

University of Gdansk | Master's degree in English Philology

Postgraduate studies | International Trade

Agentic AI Architecture Foundations: Designing Autonomous AI Systems | LinkedIn Learning, 2026

AI Automation Explorer | Make, 2026

LANGUAGES

Polish - Native | **English** - Fluent | **German** - In development