

Kraków, November 23, 2023

To whom it may concern

In a period of Feb 1st, 2011 until November 30, 2023, Maria Stefanowa – Jelonek worked for PMI Service Center Europe Sp. z o.o., recently in the position of Manager Global T&E.

The main scope of her responsibilities was driving effective performance management of our Global T&E Process which includes Business Process Outsourcing (BPO) model across the organization as well as Concur expense system global governance. She collaborated with global cross-functional teams, such as People and Culture, Treasury, Procurement, Information Technologies (IT) among others to streamline and optimize the travel and expense management processes. She worked towards enhancing BPO operations, focusing on cost effectiveness, efficiency, compliance, and stakeholder satisfaction. Maria worked closely with VP Finance Corporate Functions and COE Travel as an author of Global PMI Travel & Expense Policy.

From the moment Maria Stefanowa – Jelonek stepped into our organization, exemplified a high level of professionalism and integrity, swiftly earning the respect and trust of her colleagues. Her meticulous attention to detail and strategic mindset has greatly enhanced our travel and expense management processes, ensuring optimal efficiency and cost-effectiveness across the board.

Maria has been an exceptional mentor and a source of inspiration to her team members. She consistently went above and beyond in guiding and supporting her colleagues, nurturing their professional growth, and encouraging them to reach their full potential. Her dedication to fostering a positive and inclusive work environment will continue to resonate long after her departure.

I wish Maria Stefanowa – Jelonek all the best in all future endeavours, I want to express my sincere gratitude for her exceptional contribution. It was a pleasure to have her in my team.

More detailed information will gladly be provided by:

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Company is entered to the commercial register maintained by the Regional Court for Kraków, Department XI KRS Commercial Registry

No. KRS: 242947
NIP: 675 13 34 420
Share capital : 600.000,00 PLN