**Zofia Karkola-Lubacha**

**Personal Statement:**

I am a creative, responsible and self motivated. I am able to work under pressure and handle stressful situations. I have excellent interpersonal and communication skills. I'm able to adapt to a new environment easily. I'm looking for new challenges and a place to develop my skills. I am an open, nice and direct person who easily comes into contact with other people.

**Basic Information:**

**Address:**

96 Waun Wen Rd

Mayhill

Swansea

SA1 6UQ

Home Telephone Number: **01792 414221**

Mobile Telephone number: **07834380525**

E-Mail:[**karkola84@aol.co.uk**](mailto:karkola84@aol.co.uk) **, karkola.lubacha@gmail.com**

**Education:**

**1999-2003**

Secondary School of general Education “Arkona” in Siemianowice Śląskie

**2003-2004**

Frycz Modrzewski Collage - International Tourism

**2006-2007**

Swansea University - Business Management

**Qualification:**

**2003** Polish Matura: (equivalent to A-level)

|  |  |  |
| --- | --- | --- |
|  | Written Examination | Oral Examination |
| Biology | 4 (B) | 4(B) |
| Polish Language | 5 (A) | 5(A) |
| English Language | 5(A) | 4 (B) |

**Work History:**

**2011 Language Empire**

Interpreter

**2009 – 2011 Windows Manufacturing Ltd**

General Administrator,

Team Leeder and Data Entry Cleark –full fime .

**2006 – 2007**  **Nando's Chickenland Ltd. Swansea**

Coordinator and cashier – full time

**2005 – 2006 Café and Restaurant “Loża” in Krakow**

Barmaid –full time

**2005 Medicollux**

Manager and Sales Representative – full time

**2003 – 2005 “PAW” Branch of Coats Industrial Poland**

General Administrator – Part time.

**Work experience:**

I have opportunity to work in Windows Manufacturing Ltd that job give me a possibility to work in a various office environments. I gain experience in leading group of people and motivate them to work and solving existing problems. My job description includes face to face contact with customers and communication by e-mail, letters and telephone. I have been responsible for quoting, invoicing, ordering, process checking and translating. Working in Medicollux and Paw companies I gain experience as a human resources officer.

**Skills:**

**Research:**

Internet, library based or in paper journals

**Commutation:**

My work in Victorian House Ltd and ‘Paw’ companies give me opportunity to improve verbal and written communications skills trough the everyday contact with customers using email, letters or telephone.

**Problem solving:**

I have the ability to solve the problems which require basic mathematical analysis.

**Computer skills:**

Knowledge and experience of using Windows operating system,

MS Word, MS Excel and using E-mail and internet. Specialist office software like Act – telesales system, Winbase – telesales management system, Evolution – Quoting and ordering system, Evo-net –process checking, transport management, order management software. Sage – accounting and bookkeeping software, *Subiekt (*program operating business invoices) and fiscal cash register.

**Languages:**

English - fluent

Polish - fluent

Russian - basic

**Other:**

Driver License Category B

Ski Instructor Assistant PZN (Polish Ski Alliance)

Attended many English courses in school and during my studies

**Interests:**

I am a big fan of skiing, enjoy traveling. I love gardening and contact with nature. I enjoy cinema and going out. I am member of LC2 gym.

**References:**

Brendan McCambridge General Manager of Window Manufacturing Ltd Telephone: 07739070345