|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  **Anita OPARSKA**http://www.magic-recre.com/magic-recre/250/telephone.jpg 00 33 6 75 78 20 82  anita.oparska@gmail.comDate of birth : 21/12/1975 | **FREE LANCE LANGUAGES TRAINER****TRANSLATOR AND INTERPRETER**Training in resort of “The Common European Frameworkof Reference for Languages” |

|  |
| --- |
|  |

 |  |

|  |
| --- |
| **PROFESSIONAL BACKGROUND**  |

Since Nov. 2010

**Translation:** Documents, Technical Matters, Literature, Business and Private Letters, Commercial Documentation, Journal Articles, Booklets etc….

**Interpreting**: Real Estate, Human Resources, Social Sciences, Medical Matters, Legal (contracts etc.) and much more!

**Training** of Polish, French and English language, Individual and in groups, adapted for trainees’ needs and levels, in the training center, in the office or at home

2004-2008  **Real Estate Agent,** **AUBURTIN Group – Ownership Company, Paris, France**

 **Negotiating:**

Supervised agency performance Acted as an intermediary in negotiations between buyers and sellers, landlords/landladies and tenants generally representing one or the other Created ad campaign strategies and promoted sales of properties and tenancies (offers in press, display cases etc) Compared and monitored a property with similar properties that have recently sold in order to analyze and determine its competitive market price

Concluded partnership with diver ownership agencies in order to develop company’s network

**Prospecting new clients:**

Expended customer base through a variety of attractive sales techniques

 **Administration:** Prepared documents such as representation contracts, purchase agreements, closing statements, deeds and leases, powers of attorney, evaluations and monitored transactions process

2003-2004 **Human Resources and Commercial Development Advisor, CFI Consulting**

Job Agency specialized in Informatics Personnel Recruitment, Paris

 **Administration:**

* Conferred with members of personnel, clients and external company’s conact

Monitored and prepared contracts of employment and contracts of cooperation with company’s clients

Company services invoicing

**Recruiting:**

* Analyzed and monitored job applications
* Wrote and sent job ads (Internet, journals)
* **Professional Training:**
* Cooperated with specialized training centers to increase staff skills
* Prepared staff training plans
* Monitored training process

1998-2000 **Teacher and Coordinator, Private Primary School, Zielona Gora, Poland**

* Coordination of pupils’ work and organization of their free time in school
* Extra help in English

Helped pupils in adaptation to school life in particular through fine arts

1998  **Market Study for Regional TV Station of Zielona Gora, Poland**

 Regional Television Station Watchers’ survey about TV Station program quality

1997-1998 **Sales Coordinator Assistant-occasional missions, Ad Agency, Zielona Gora, Poland**

* Promoted entreprises entering on national market

|  |
| --- |
| **TRANSLATION AND HR POST-GRADUATED DIPLOMAS** |

2011-2012: Student of Postgraduate Studies for English Teachers, English Philology Institute of Adam Mickiewicz University in Poznan, Poland

2011: TRADOS Training

2008-2010: Postgraduate Programme in Community Interpreting at the School of English ,

 Postgraduate Programme in Translation and Interpreting at the School of French,

 Adam Mickiewicz University, Poznan, Poland.

2006 : GECOP-in house Computer Software of Tenancies Management Training

2004 : TOTALIMMO-in house Computer Software of Real Estate Transactions Training

2003 : Postgraduate Diploma of Human Resources Management,

 Postgraduate School of Management, Paris, France

2002 : University Diploma of French Studies, Sorbonne Nouvelle - Paris 3 University, France

2001 : Certificate of French Civilization and Language Training of Sorbonne, Paris, France

1999 : M.A. Degree of Sociology, University of Zielona Gora, Poland

|  |
| --- |
| **LANGUAGES AND COMPUTER SKILLS** |

**Languages:**

French: **Fluent**

English**: Fluent**

Polish: **Native Speaker**

**Computer Skills:**

**Trados 2011** (CAT)

Pack Office

Totalimmo

|  |
| --- |
| **INTERESTS** |

**Travelling:** Europe, Asia

**Reading**: History, Psychology

**Sport:** jogging,aerobics, swimming