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Education:

- 2002 – 2007 – **University of Opole**, Philology department, doctoral studies
- 1999 – 2001 – **University of Opole**, English philology faculty, American literature seminar, MA degree
- 1996 – 1999 – **University of Opole**, English philology faculty, historical grammar seminar, BA degree
- 1992 – 1996 – Secondary School no. 4 in Bytom

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Professional experience:

- 2002 – present day – own business enterprise – Language School and Translation Office SIMPLE
- 2007 – 2010 – teacher in Secondary School no. 3 in Bytom
- 2003 – present day – **WSB Chorzow School of Banking** – General and Business English teacher
- 2006 – 2007 – **Teacher Training College** in Wodzisław Śląski – English literature and writing lecturer, thesis promoter/advisor
- 2005 – 2006 – **Upper-Silesian Academy of Entrepreneurship** – Business English teacher
- 2002 – 2007 – teacher in Primary School no. 5 in Bytom
- 1999 – 2001 – teacher in Secondary School no. 4 in Bytom

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Areas of specialisation:

- Broad spectre of business/legal texts (e.g. Articles and Memoranda of Association, Pledge on Receivables, Certificates of Facts, Certificates of Incorporation, Dealership Contracts, Investment Memoranda, Lease Contracts, etc) – 17 years
- Architecture and construction texts (e.g. Scope of works, Investment specifications, documents needed for architectural examinations etc.) – 17 years
- Legal texts (Subpoenas, European Arrest Warrants, Enquiries, Claims, Motions etc.) – 17 years
- Technical texts (Instructions, Manuals, Certificates of Compliance etc.) – 11 years
- Patent applications and related texts – 9 years

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Additional information :

- **Sworn translator for English Language by the District Court in Bytom since 2002 (number at the Ministry of Justice list - TP 2506/06)**
- **Member of Polish Society of Sworn and Specialised Translators TEPIS (certificate number - 2066)**
- Fully trained teacher license
- Experience in use of computer software (SDL Trados 2015/2017, MS Office, Internet Explorer, Corel Draw, E-mail software, Adobe Acrobat)