



# Europass Curriculum Vitae

## Personal information

**Surname(s) / First name(s)** Svetozarov Anna  
**Address** Leonarda da Vinci 5a/9, 52-112 Wroclaw (Poland)  
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**E-mail(s)** asvetozarov@gmail.com  
**Nationality** Polish  
**Date of birth** 15/05/1981  
**Gender** Female

## Work experience

**Dates** 08/2010 - 08/2012  
**Occupation or position held** Academic Manager  
**Main activities and responsibilities** teaching business and general English A1-C2 level  
teacher recruitment  
teacher training and development  
teacher management  
school development and operation  
addressing student and teacher complaints, problems and issues  
in company needs analysis  
design of curriculum and development of lesson plans  
monitoring of student and teacher feedback  
**Name and address of employer** Between Language School  
Legnicka 55f, Wroclaw  
**Type of business or sector** ESL, education  
**Dates** 04/2009 - 10/2009  
**Occupation or position held** language course specialist  
**Main activities and responsibilities** language courses coordination  
sales and marketing  
planning, organising and realising courses in B2B sector (Poltronic, OVB)  
market research and identifying market niches  
**Name and address of employer** OKiDZ Edukacja Sp.z o.o.  
Krakowska 56-62, 50-425 Wroclaw (Poland)  
**Type of business or sector** Education  
**Dates** 09/2008 - 06/2009  
**Occupation or position held** Academic Manager, Trainer  
**Main activities and responsibilities** Manage a team of ESL tutors  
General and Business English - teaching groups and individuals, in-company trainings  
Recruitment of new teachers  
Coordination of language courses and office management  
In-company language audit  
Preparation of course materials, customer satisfaction surveys, internal training  
Web site administrator

Name and address of employer	Customer service (enquiry, sales, debt collection) Oxford Language Centre Biskupia 11, 50-335 Wroclaw (Poland)
Type of business or sector	ESL Education
Dates	01/02/2006 - 01/02/2009
Occupation or position held	ESL trainer
Main activities and responsibilities	Teaching English as a second language to IT students Teaching writing and translation to Philology students Entry exam coordination
Name and address of employer	Wroclawska Wyzsza Szkola Informatyki Stosowanej / Wroclaw College of Applied IT Wejcherowska 29, 54-239 Wroclaw (Poland)
Type of business or sector	Higher Education
Dates	09/2006 - 10/2009
Occupation or position held	Language Course Coordinator
Main activities and responsibilities	Teaching General and Business English to groups and Individuals Internal training of new staff Entry exam for new students Preparation of course materials and syllabi Teaching English to all levels, Cambridge, TOEFL exams
Name and address of employer	Axon Education Odrzanska 24, 50-114 wroclaw (Poland)
Type of business or sector	ESL Education
Dates	02/2004 - 10/2009
Occupation or position held	ESL freelance trainer/translator
Main activities and responsibilities	Teaching English to children, teenagers and adults, groups and individuals, in-company trainings Freelance translator – cooperation with Koelner (Serbian/Polish), Agora.mk (Macedonian/English), Skanska (English/Polish), Europtima (English/Polish), Brave Festival (Macedonian, English, Polish)
Name and address of employer	various institutions in Wroclaw and Lower Silesia
Type of business or sector	Education/translation
Dates	08/2004 - 02/2005
Occupation or position held	PR specialist/workshop trainer
Main activities and responsibilities	Organization of International Children's Festival Representing the School in front of Indian Media (interview, press conferences, preparation of advertising materials) Preparation of international culture workshops (Macedonian, Polish) Teaching folk dances, performing <a href="http://www.ryaninternational.org/index.php">http://www.ryaninternational.org/index.php</a>
Name and address of employer	Ryan International School Sec C, Pocket 8, Vasant Kunj, 110 070 New Delhi (India (6 states))
Type of business or sector	Education/Event organising

## Education and training

Dates	10/2002 - 07/2004
Title of qualification awarded	M.A
Principal subjects / occupational skills covered	English Literature major
Name and type of organisation providing education and training	University of Wroclaw (Master's studies) Wroclaw (Poland)

Level in national or international classification	M.A
Dates	10/1999 - 06/2002
Title of qualification awarded	B.A ESL teacher
Principal subjects / occupational skills covered	teaching English as a foreign language, American/British literature, linguistics, history
Name and type of organisation providing education and training	University of Wroclaw Wroclaw (Poland)
Level in national or international classification	B.A
Dates	10/2006 - 06/2007
Principal subjects / occupational skills covered	English translation/interpreting in fields of business, law, sworn translation, technical and medical translation
Name and type of organisation providing education and training	University of Wroclaw (Post-Graduate Course in translation) Wroclaw (Poland)

### Personal skills and competences

Mother tongue(s) **Polish/Macedonian**

Other language(s)

Self-assessment  
*European level (\*)*

**English**  
**Serbian**  
**Croatian**  
**Spanish / Castilian**  
**Macedonian**

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user
C2	Proficient user	C2	Proficient user	B2	Independent user	B1	Independent user	B1	Independent user
C2	Proficient user	C1	Proficient user	B1	Independent user	B1	Independent user	A2	Basic User
A1	Basic User	A1	Basic User	A1	Basic User	A1	Basic User	A1	Basic User
C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user

(\*) [Common European Framework of Reference \(CEF\) level](#)

Social skills and competences	ability to work under pressure fast learner ability to work individually and as part of a team research skills event organisation skills recruitment skills HR skills
Organisational skills and competences	office management data input time management telephone skills multitasking
Technical skills and competences	advanced training skills interpreting and translating skills
Computer skills and competences	Microsoft Windows

	Office: Word 2000 - advanced Power Point - intermediate Excel - basic Internet/e-mail/research skills - advanced basic knowledge of HTML intermediate user of JOOMLA Facebook Fanpage administrator
Artistic skills and competences	writing, singing,
Other skills and competences	professional teaching and translating skills, recruitment skills, internet research, customer service skills
Driving licence(s)	B
<b>Additional information</b>	Wyrażam zgodę na przetwarzanie moich danych osobowych zawartych w mojej ofercie pracy dla potrzeb niezbędnych do realizacji procesu rekrutacji (zgodnie z Ustawą z dnia 29.08.1997 roku o Ochronie Danych Osobowych; tekst jednolity: Dz. U. z 2002r. Nr 101, poz. 926 ze zm.).