

# BEATA TOPOLSKA

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**DOB:** 15/03/1985



## **EDUCATION**

### **University College London; CES**

London

September 2007 – September 2008

**MA** in European Culture

### **University of Warsaw; Centrum Europejskie**

Warsaw

October 2004 – July 2007

**BA** in European Studies; interdisciplinary studies

## **PROFESSIONAL EXPERIENCE**

### **The Palms Language School**

Warsaw

September 2011 – July 2012

### **English Language Teacher**

I was responsible for the planning and implementation of curriculum for groups of various ages and abilities; proofreading and editing of existing curriculum and examination texts and the maintenance of the company's social media pages.

### **Poliglota Language School**

### **The Tower Language School**

Warsaw

September 2009 – July 2012

### **English Language Teacher**

I was responsible for planning and organizing courses with a particular emphasis on business English for professional and often high profile clients.

### **ISIS Education and Travel**

Oxford, London, UK

July 2011 – August 2011

and July 2010 – August 2010

### **English Language Teacher/Activity Leader**

I worked with British native English teachers to plan and deliver English courses for students of various nationalities. This role involved the management of large groups of teenagers and young adults.

### **Absolute Publishing Ltd.**

London

October 2008 – April 2009

### **Media Sales Manager**

I took a key role in developing and maintaining relationships with clients in the travel industry, providing advice and negotiating contracts with customers. I arranged meetings and also participated in large scale public events on behalf of the firm.

## **INTERNSHIPS/VOLUNTEER WORK**

### **GRAND-OFF Film Festival**

Warsaw

22 – 29 November 2010

### **Polish Express**

London

September 2007 – January 2008

### **Translator**

I led discussions between audiences, actors and directors after film screenings. I provided live translations, from Polish to English and vice versa.

### **Intern**

As part of the editorial office I wrote articles on Polish immigration to London, edited content and conducted street surveys and interviews. I also undertook internet research and wrote reports as well as took photos for publication.

## **ADDITIONAL QUALIFICATIONS**

### **ELS- Bell School of English**

Warsaw

August 2009

Awarded the CELTA (Certificate in teaching English to speakers of other languages) issued by Cambridge University

## **OTHER SKILLS**

### **Languages**

**Polish** – native

**English** – near native (Cambridge Proficiency certificate holder; 2005)

**Spanish** – basic

### **Computer Skills**

I have an excellent command of Microsoft Office as well as Photoshop. I also have extensive experience of using the internet for research purposes.

## **INTERESTS**

### **Foreign Affairs**

I have been a participant of various conferences and seminars concerning economic issues between the EU and the USA, organized by Warsaw University, University College London and London School of Economics.

### **Cinema**

As a member of the Polish Society at University College London I was involved in organising cultural events, and promoting Polish culture.

### **Cycling**

I love cycling both for transportation and leisure.

Wyrażam zgodę na przetwarzanie danych osobowych zawartych w mojej ofercie pracy dla potrzeb niezbędnych do realizacji procesu rekrutacji (zgodnie z ust. z dn. 29.08.1997 o ochronie danych osobowych Dz. U. nr.133, poz.833)