

# CURRICULUM VITAE

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## EDUCATION

- 2000 **Warsaw School of Economics**  
master's degree, Finance and banking
- 2002 Romuald Kudliński University in Warsaw  
postgraduate studies, **Methodology of teaching English**
- 2010 **Jagiellonian University**  
bachelor's degree, **English philology**
- 2011 Warsaw School of Social Sciences and Humanities  
postgraduate studies, **Specialist translations – sworn and legal translations**

## CERTIFICATES IN ENGLISH

- 1999 **Certificate LCCI** (English for Business – Third Level,  
Oral Test for Business / Commerce – Third Level)
- 2005 **Certificate of Proficiency in English (B)**

## WORK EXPERIENCE

- 10.2011 – at present      **Linguistic Atelier – owner, teacher and translator**  
(business English, legal English and general English courses for adults at elementary – advanced levels conducted in big companies in Warsaw, courses for children and teenagers, proofreading and translating master's theses and term papers, translating commercial correspondence etc.)
- 10.2010 – 09. 2011      Working for language schools: L2 Language Consulting and Enjoy  
**English teacher** (business English, and general English courses for adults at elementary – advanced levels conducted in big companies in Warsaw, courses for children and teenagers)
- 09.2009 – 09.2010      **Ministry of Economy**  
expert in the Economic Development Department  
(among others: analysing the European Commission documents, preparing documents expressing the Polish Government's stances on European issues, preparing instructions for representatives participating in the European Council working groups meetings, contacts with industrial and commercial chambers)
- 10.2006 – 06.2009      **During a stay in Greece:** conducting classes in English, translating, among others, **translating from Polish into English two documents for Ministry of Economy:** *National Reform Programme for 2008-2011* and *2008 REPORT National Reform Programme for 2005-2008 to implement the Lisbon Strategy in Poland*
- 10.2005 – 07.2006      **Estudio Language School – owner, teacher and translator** (courses for adults, children and teenagers, business English and examination courses, conducted also by Callan method, **translating** commercial correspondence, motivation letters, testimonials and the like)

10.2003 – 06.2005	Working for various language schools, <b>English teacher</b>
04.2003 – 10.2003	Polish Bank PKO BP SA in Elbląg financial analyst
01.2002 – 08.2002	Language School Contact <b>English teacher</b> (courses for adults)
12.2001 – 08.2002	Amplico AIG Life in Elbląg, administrator
01.2001 – 09.2001	„Agryf” Meat Plant in Szczecin, Controlling Expert (among others: <b>preparing commercial correspondence</b> in Polish and English, <b>consecutive and whispered interpreting</b> at board of directors meetings, <b>translating</b> commercial, financial statements and other documents)
1998 – 2000	Internships in two <b>international banks</b> in Warsaw – Societe Generale and Volkswagen Bank

## OTHER LANGUAGES

<b>Polish</b>	Native language
German	Good – <b>Zertifikat Deutsch</b> (Sehr Gut)
Greek	Basics

## OTHER INFORMATION

Computer skills	MS Office – very good, <b>MemoQ</b> – very good
Driving licence	cars
Hobbies	Photography, travelling (my article about Elbląg was printed in <b>a guidebook „Polska według kobiet” (Poland through women’s eyes)</b> , published by Carta Blanca; my blog about Greece received a prize in a holiday competition organised by Wirtualna Polska in 2008)

Wyrażam zgodę na przetwarzanie moich danych osobowych do celów rekrutacji (zgodnie z ustawą z dn. 29.08.97 o Ochronie Danych Osobowych Dz. Ust. nr 133 poz. 883).

Barbara Jasińska