

CURRICULUM VITAE

Urszula Świdzińska

Date of birth: 30th April 1987

Place of birth: Słupsk, Poland

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EDUCATION

2010-2012 Jagiellonian University in Cracow, Master, Arabic Language

title of the thesis: 'The image of the old Kuwait in Thurayya's al-Baqsamī collection of short stories "Al-'Araq al-aswad" ("Black Sweat")'

2007-2010 Jagiellonian University in Cracow, Bachelor, Arabic Language

2006-2012 Jagiellonian University in Cracow, Master, Journalism and Social Communication

title of the thesis: "The means of political communicating in Lebanese Media on the basis of the articles in the journal "An-Nahar""

2003-2006 I Liceum Ogólnokształcące im. Bolesława Krzywoustego in Słupsk

EMPLOYMENT HISTORY

- **01/08/2013- now – Gear Creative Agency; Founder**

Gear Creative Agency Gear Creative Agency is an innovative project of multilingual creative agency. The idea of our agency is to face the demands of global business communication. Our mission is to simplify the communication between entrepreneurs in the whole world as well as taking care of their image in the Internet. We offer multilingual copywriting and SEO copywriting services, text proofreading, editing and connecting business partners all over the world. We are currently offering our services in the following languages: Polish, English and Arabic.

- **21/11/2012 -19/01/2013 - HireRight in Katowice; Background Screening Analyst with English and Arabic**

analysis of job application forms • verification of the history of education and employment of the candidates from Arabic and English-speaking countries • contact via telephone, email, fax and post in three languages (Arabic, English and Polish) • reporting the results to the clients

- **23/10/2012 - translation of the website www.pl.where-to-go-on-vacation.com from Polish to Arabic**

- **15/07-15/08/2011- Embassy of Republic of Poland in Kuwait, internship**

analysis of visa application forms • note-taking • translation of the Embassy's official documents from English, Polish and Arabic to English, Polish and Arabic • writing press clarises • serving consular applicants

- **05/07-05/08/2008 - local daily newspaper 'Gazeta Krakowska', internship**

writing articles • conducting street probe among the citizens of Cracow • conducting interviews with local politicians • presence at press conference • research

ADDITIONAL QUALIFICATIONS AND AWARDS:

- MsOffice (Word, Excel, Photoshop, Adobe inDesign)
- Driving licence
- Finalist of Polish Language and Literature Olympiad (2006)
- Certificate of Advanced English

LANGUAGES:

- English
- Arabic (Modern Standard Arabic)
- Hebrew - basic
- German - basic
- Russian – basic
- Finnish- beginner

HOBBIES:

- The dialects of Arabic language
- Religions of Middle East
- Political problems of Arabic countries
- Arabic media systems
- Lebanon
- SEO and SEM copywriting
- The literature of postmodernism
- Playing piano
- Basketball
- Business
- Skiing
- Spinning

I hereby authorize you to process my personal data included in my job application for the needs of the recruitment process (in accordance with the Personnel Protection Act of 29.08.1997 no 133 position 883).