



Magdalena Czarcńska

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Date of birth: 11.02.1986

Country: Polska

City: Kraków

Work experience

02/2016-11/2018

Project Manager of Colgate – Palmolive localization

VML Poland

City: Kraków

Scope: co-management of up to 6 members of localization group (content editors and frontend developers) project drafts preparation along with cost estimate, schedule (Smartsheet, Trello), risk analysis, burndown charts; JIRA and Confluence consistent use during tasks delegation and documentation creation; daily contact with the clients from all European countries

Currently working on migration of all Colgate Palmolive sites to AEM.

08/2015-01/2016

Technical Writer for Integer S.A.

Innitec Sp. z o.o.

City: Kraków

Scope: preparing documentation concerning web applications; written and spoken translations for the company's needs

09/2012 - 03/2015

An owner of British Accent

British Accent

City: Kraków

Scope: standard English and business English for companies; course of English Phonetics; spoken and written translations for individual clients; written medical translations (specialization: gynecology and oncology); gaining new clients, creating loyalty among permanent clients

Education

10/2013 - 06/2014

Tischner European University in Kraków

Field of study: multimedia and graphic design

	Specialization: graphic designer (package design, illustrations, web designs) Studies: postgraduate
10/2009 - 10/2011	UNESCO UJ Chair for Translation Studies and Intercultural Communication in Kraków Field of study: English philology Degree: Master
10/2005 - 06/2009	Language Teacher's Training College UJ in Kraków Field of study: English philology Degree: Bachelor

Languages

Polish: native

English: C1 fluent in both written and spoken language

German: B1 intermediate

Skills

management in Scrum, team management, JIRA and Confluence, MS Office, English Business translator,

Trainings and certificates

10/2017	Product Owner training organized by ScrumGroup (mr. Sylwiusz Pytka)
05/2017	AgilePM Foundation – exam passed with score 41/50, granted certificate from APMG International
04/2012	AGH project under the auspices of the EU , "Your business - Your Future" April- June 2012 Organiser: AGH Kraków
08/2010	driving license: B

Hobbies

Reading books, architecture, swimming, skiing

I hereby give consent for my personal data included in the job offer to be processed for the purposes of recruitment under the Data Protection Act 1997 (Dz. U. no. 133, item 133).