

# PIOTR BĄCZKOWSKI

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As an English – Polish translator I offer high quality oral and written translations together with proofreading. My background comprises more than 4 years of experience working online as a freelancer mainly in translations. My portfolio also includes editing and proofreading both short- and long-form content. I create authentic comments, blog posts, mail flyers, brochures, social media content, and sales materials. The software used: SDL Trados, Movavi.

## EXPERIENCE

### TRANSLATOR

#### FREELANCER

01.2016 – present

Translating, editing, proofreading, subtitling, captioning, creating online content. Worked for customers from YouTube, Upwork, Freelancer and other popular platforms.

### ENGLISH TEACHER

#### COLLEGE LOGOS, VIENTIANE, LAOS

10.2020 – present

English teacher in the college. Worked with books 'Interchange'.

#### TRAINING CENTER, BEIJING, CHINA

06.2018 – 01.2020

Working as a teacher in a Training Center in Beijing. Responsible for preparing teaching plan, classes and student evaluation. The books that I used are as follows: Side by Side, Faces, Big English.

### JUNIOR FUND ACCOUNTANT

#### CUSTOM HOUSE GLOBAL FUND SERVICES, MALTA

08.2017 – 04.2018

Daily bookkeeping of assigned Funds. Maintaining financial books, tracking expenses, preparing and submitting invoices. Reconciling bank accounts to support financial and accounting operations.

### ASSOCIATE CONSULTANT

#### MICROSTRATEGY, WARSAW, POLAND

05.2016 – 07.2017

Testing and implementing business intelligence system. Translating business needs into technical specifications, using visualization techniques to present information. Working closely with the client.

### JUNIOR FINANCIAL ANALYST

#### THE ROYAL BANK OF SCOTLAND

05.2015 – 01.2016

Preparing financial reports on monthly, quarterly routine, reconciliations, looking after data consistency, contact with an internal client in order to explain the issues, improving the daily routine tasks

## EDUCATION

### WARSAW SCHOOL OF ECONOMICS, POLAND

MASTERS IN FINANCE AND ACCOUNTING

- Major: Corporate Finance.

GRADUATION DATE: 12.2017

### WARSAW SCHOOL OF ECONOMICS, POLAND

BACHELORS IN FINANCE AND ACCOUNTING

- Major: International Financial Markets.

GRADUATION DATE: 07.2015

### SABANCI UNIVERSITESI, ISTANBUL, TURKEY

- Exchange student, faculty of Management.

09.2013 – 01.2014

## LANGUAGES

- **English** – fluent
- **Polish** – native
- **Chinese** – close to fluent both in writing and speech, certified **HSK5**

## SKILLS

- Translating
- Proofreading
- Captioning
- SDL Trados
- Movavi
- Microstrategy
- SQL
- VBA
- Hyperion
- PAXUS
- Database management
- Accounting