

Ilona Jankowska



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Driving licence: B

SKILLS

- **Teamwork**
- Expert
- **Social Perceptiveness**
- Expert
- **STEM Skills**
- Advanced level
- **Flexibility**
- Advanced level
- **Time Management**
- Advanced level
- **Administrative Skills**
- Advanced level
- **Interpersonal Skills**
- Advanced level
- **Microsoft Office**
- Advanced level
- **Product Manufacture**
- Advanced level
- **Technical translations**
- Advanced level

EDUCATION

Psychology Bsc

Brunel University London / London

2023

A levels

Graveney / London

2020

Biology, Mathematics, Chemistry - AAB (predicted - exams were not taken due to pandemic)

AS Levels

Graveney / London

2019

Biology, Mathematics, Chemistry - BBC

GCSE'S

Graveney / London

2018

Polish - A*

Economics - A

FMSQ additional Maths - D

Geography - 9

Mathematics, Biology, Physics, Religious Studies - 8

English Language, chemistry - 7

French, English literature - 6

- **language services**

- Advanced level

- **customer services**

- Advanced level

- **client satisfaction**

- Advanced level

- **psychology**

- Intermediate

- **Biology**

- Advanced level

- **Chemistry**

- Advanced level

- **Maths**

- Advanced level

- **Translation**

- Advanced level

- **E-commerce**

- Advanced level

- **Python**

- Beginner

- **Instrumental/ music skill (Piano)**

- Advanced level

- **Social Media**

- Intermediate

- **Operating computer systems**

- Advanced level

LANGUAGES

- **English**

- Native

- **Polish**

- Native

WORK EXPERIENCE

STABLE HAND

Jan 2017 / Jun 2018

Stag Lodge Stables / Richmond, London

I worked as a stable hand at the stables, my duties included taking children, on pony rides around Richmond park, cleaning up after and grooming horses, tacking up before rides and hacks, leading birthday parties and activities for groups, and helping with feeding. The job had me working long hours, but I was able to gain valuable experience in the animal sector, as well as patience with children and animals.

VOLLEYBALL REFEREE

Mar 2018 / Apr 2019

Volleyball England / London

Starting off as a scorer for small games, I ended up taking a course in refereeing, and then travelling around London to many different womens and mens games. The job allowed me to make new friends and contacts around London, as well as become confident in my actions, I decided who got the point, not the other way round. I kept track of the rules on court, calling time outs and points for the winning team, talking out problems with players on the court.

TUTOR

Feb 2018 / Mar 2020

Self-Employed / London

On the side I was able to tutor a couple younger polish kids, who needed help transitioning from Poland into school in England, I was able to help out with their grammar, comprehension, speaking and lastly listening, helping them make major improvements in their school life.

HEAD WAITRESS

Feb 2019 / Nov 2020

Jaks / Chelsea, Kings Road

Working in a very social and demanding environment of a restaurant by day and a bar/nightclub at night, I was placed with many duties as a head waitress. These included Bringing customers from the entrance to their designated tables, taking care of their credit card tabs, and pre-preparing any special requirements such as bottles or food, before they had before they got to the place. Serving and taking care of customers at tables all night, making sure all their needs are met was a standard procedure. I acquired knowledge of all the house spirits and wines, plus the food specials of the day, as well as most of the pricing on the menus. The most

- **French**
 - Beginner

challenging part of the job was being able to deal with customers that required special attention, or were not happy with the way that their night was going, a calm and understanding attitude had to be applied in order to resolve their problems. And closing off at the end of the night, I collected the payments from each table, closing off the customers tabs and cleaning up the place.

INDEPENDENT TRANSLATOR

Jun 2009 / In progress

Self-Employed / London

From a young age, I took on the responsibility of sending emails in English to Landlords or Government officials, called utility companies to resolve issues, and filled out benefit and claim forms online, instead of my mum who didn't have the same language comprehension as I did. I have proofread many emails, school work texts, medical letters, webpage texts and lastly translated speech directly over the phone.

PRODUCT MANUFACTURE

Feb 2021 / In progress

Palulli / Lublin

Palulli creates baby cots, cocoons pillows and more for mothers and their newborns. I am involved in managing the cutting, and manufacturing process straight from the raw textiles into a full ready to sell product. Duties include, cutting, filling out with cotton, making sure the right products are labelled to go to the right storage places, calculating lengths and sizes of textiles and small pieces that create the desired product

AMAZON DESCRIPTION TRANSLATOR

Jan 2021 / In progress

Palulli / Remote

As a translator I had the job of matching polish translations accurately into English. The translations based around the fact that they had to sound authentic, with a natural flow, as if English was the first language they were written in. Bringing together the main plot of the polish descriptions, and engaging the audience with the correct cultural idioms and marketing techniques.