

**Mai 24<sup>th</sup> 1981, French**

**Tomasz GORSKI**

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**Driver's license (cat. B)**

**Qualifications:**

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1998-1999	High School Diploma in Auguste Angellier High School
1999-2001	Associate degree in Law (Deug en droit) in Dunkerque University
2001-2002	BA degree in Law (Licence en droit) in Lille II University
2002-2003	<b>Master's degree in Labour Law</b> (Maitrise en Droit Social) in Lille II University

**Employment:**

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September 2005 - March 2007	<b>Project leader</b> for the French Ngo <b>Cefir</b> (Centre d'Education et de Formation Interculturel Rencontre) in Fes (Morocco): organization of meetings and polyglot café (discussions in French, English, Spanish and Arabic), teaching Computer science, teaching of French and English, legal aid (Ngo development), writing of articles about the association's activities in the monthly review;  In charge of interpreting (French, English and Arabic) during meetings and translation of legal, technical and NGO documents (French, English, and Arabic).
May 2007 - November 2008	<b>Manager</b> for the French Ngo Cefir in Morocco: coordinator of a guest house and an association centre in Fes (Morocco): in charge of administration, logistics, human resources and accountancy, marketing for the guest house;  Organization of meetings between German, French and Moroccans (rehabilitation, humanitarian projects and cross-cultural meetings).
March 2008 - July 2009	<b>Freelance translator</b> on several projects (English, Polish, Spanish to French)
November 2008 - March 2009	<b>Educational adviser</b> for <b>EF, Education First</b> , in Amsterdam, in charge of French customers.
May 2009 - Now	<b>Sales Support Executive, IDA Foundation</b> , in charge of the quotations and orders of medical supplies for customers in English, French and Spanish speaking countries in Africa, Latin America and Europe;

In charge of several translations of administrative documents (from Spanish and French to English, English to French and Spanish);

In charge of the whole process of the ordering (quotation, payment, order planning and shipment, etc.);

Reorganization and improvement of the sales process, by automation of several tasks, creation of new templates at different levels of the process in French, English and Spanish.

### **NGO's involvement:**

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|------------------------------|---|
| 2002-2004                    | Teaching French with the Génépi organization, to foreign prisoners incarcerated in Loos Prison (France).  |
| September 2004 - August 2005 | European Volunteer Service in Morocco in a <b><i>French-German-Moroccan Project</i></b> (Rencontre, Arbeit und Leben and Espod): Drama, teaching of French and English. |

### **Computer skills:**

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| Word/Excel/PowerPoint | Advanced level |
| Navision              | Advanced level |

### **Languages:**

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|-------------------|---|
| French            | Native Speaker  |
| Polish            | Native Speaker  |
| English           | Advanced level (Last exam: Toeic 2006: Listening 485/500 and Reading 470/500, Total 955/1000) |
| Spanish           | Advanced level  |
| Arabic and German | Intermediate (Reading, Writing, Speaking)   |

### **Preferences and hobbies:**

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Reading novels (George Orwell, Isaac Asimov, Henryk Sienkiewicz, Janusz Korczak, Gabriel Garcia Marquez, Luis Sepulveda, etc.);

Reading and watching documentaries about scientific topics (astronomy, robotics, mathematics, biology, history);

Writing and translating articles in Wikipedia in different fields (from Polish, Spanish, English to French);

Swimming and running (training for-marathon, attending classes of Tae-Kwan Do), travelling (Morocco, Poland, England, Ireland, Germany, Spain, Italy, Holland, etc.), cinema, etc.