**CYPRUS:**

**Inez Kowalska**

**Diana Gardens no 5,**

**8036, Paphos;**

**Tel:** (00357)96373221

**E-mail:** zeni89@live.com

**Well-presented, motivated, passionate and creative individual, easy learner and willing to constantly gain new skills. I am a very open and trustworthy person, working well in the team. I am reliable and always excited for new challenges. I work well with others and because of my easy-going personality I have great communication skills. I am an honest, hardworking and passionate person, constantly seeking for new opportunities and practices within the industry.**

**EDUCATION:**

**Jan 2010 - Jun 2012   
University of Wolverhampton**BA(Hons) Video and Film Production, United Kingdom

• Gaining 2.1 degree

• My experimental film was shown as an example for new filmmakers

**Sep 2009 -** **Dec 2009   
University of Wolverhampton**BA (Hons) Media and Communication; United Kingdom

**Sep 2005 -** **Sep 2006   
Ogolnoksztalcaca Szkola Chemiczno-Medyczna   
(Medicine-Chemistry** **High School),** Poland

• Leader of the class

• Leader of acting and music group

**Sep 1996 -** **Sep 2002   
Ogolnoksztalcaca Szkola Muzyczna (Music School),** Poland

• Instruments: violin and piano

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**WORK EXPERIENCE:**

**2015 (Cyprus) H2Owen Ltd.** Sales Assistant and Administrator

• research of new products for the company

• planning and organising schedules and deliveries

• customer service **2014 (Spain) La Zanfona Productions**

Administration officer/Editor

• promoting the projects via creating reports, posters and showreels

• organazing and planning

• use of Final Cut Pro and Photoshop

**2013 (Cyprus) Vardastudios**

Camera work for a promo video of an architectual building. (link available if requested)

• working with Cannon 5D and 600D

• organazing and planning

• interacting with the clients

**2012-**

**2013 (Cyprus) Shift Supervisor**

**(Full time)** Working as a shift supervisor in Starbucks Comapny in Cyprus for a year.

• gaining leadership and managing skills, as well as a sense of a responsibility and solving problems

• using equipment and systems (SAP system/Micros/general computer use for correspondance, controling sales and reporting problems)

• communicating in relation to the staff (positive feedback or changing behaviour feedback), manager (supporting in decision making, planning and resolving problems) and customers (using World Class Customer Service at all times)

• managing information and general support of the performance of the company

• gaining a Barista Trainer certification

• offered Assistant Manager promotion

**SKILLS GAINED IN FILM:**

* •Public Relation and Media (education section)
* •Director -Cinematographer -Editor (working experience with Final Cut Pro and Adobe Premier Pro software)
* •Camera operator (working experience with: 16mm Color Reversal, 35mm Color Panavision, Canon 7D, 5D, Panasonic HVX, mini DV camera)
* •Grip (experience with tracks, dolly, fisher dolly, jib, crane)
* •Screen writer

**MORE KEY RESPONSIBILITIES AND ACCOUNTABILITIES GAINED IN MANAGEMENT:**

* planning orders; organizing schedules and responsibilities for the team members
* monitoring and reporting staff behaviours, sales results and technical problems
* evaluating and decision-making of any problem occuring in the store
* financial budgeting and control of the sales, comparing to last year's results
* maintaining/repairing things (computer/printers/JCC machine)
* quality control of the products delivered to the store and monitoring the quality of the beverages made in the store)
* knowledge of health and safety procedures
* creating and developing the best performance possible in every aspect of the company
* self-development and improvement
* plus any responsibilities for other staff, typically:

- assessing (performance in sales and reporting staff)

- training (became a barista trainer)

- managing (direct; cash/deposits handling; reporting staff)

**LANGUAGES:**

• Polish (native)

• English (B in GCSEs)

• Greek (communicative)

**REFERENCES:**

Available upon request