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| **Curriculum Vitae**  **Karolina Komorowska** | | **IMG_0012-PL Dowód Osobisty-35x45 mm** |
| **Marital status:**  **Date of birth:**  **Place of birth:**  **Address:**  **Tel. no:**  **Email:**  **University Degree:** | Married  29 June 1979  Sosnowiec, Silesia  Krolowej Jadwigi 7A/12  30-202 Krakow  511 20 88 11  **[k.komorowska@hotmail.com](mailto:k.komorowska@hotmail.com)**  Master of Arts |
| **EDUCATION** | | |

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| |  |  | | --- | --- | | 2001-2003  **Field of study** | | | **Specialization** |  | | | 1998-2001 |  | | | **Field of study** |  | | | **Specialization** | | | **Silesian University in Katowice**  English Philology; Master’s Degree Programme  Teaching English as a Foreign Language  **Third Teacher Training College of Foreign Languages in Sosnowiec**  English Philology; Bachelor of Science Programme  Teaching English as a Foreign Language | |
| **DIPLOMAS**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  May 2012 ***TELC examiner*** ***licence*** for levels A1 – C1  2001-2003 ***MA degree*** granted by Silesian University in Katowice (The Department of English Philology)   |  |  | | --- | --- | |  | *Specialization:* Teaching English as a Foreign Language  *Translation:* 2-year compulsory subject (including consecutive interpretation) |   1998-2001 ***BA degree*** granted by Silesian University in Katowice (The Faculty of Methodology)  **CAREER**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | |
| Since 01. 2006 until now  07. 2008  07. 2007 – 09.2007  2005-2006  2000-2002 | | ***Maly Rynek School of Foreign Languages***     * teaching English to individual students as well as groups of up to 16 students of different ages (8-65) and levels (beginners/A1 – proficiency/C2) * preparing students for international exams including: FCE, CAE, CPE, TELC, and „matura” / the “end-of-high school” exam * preparing lesson plans, syllabuses, and curriculums for courses in general English and English for Finance and Banking, HR, and Construction in WBK, Pekao, Carlsberg, Biprocem WAP, and other private companies * conducting TELC examinations to levels beginners / A1 to advanced / C1 * preparing and taking active part in school promotional actions in connection with various holidays in English speaking countries * translating for the Historical Museum of the City of Krakow, Poland * interpreting for *the Irish Post*, Ireland   ***Buckswood Summer Language Programme, Witley, Surrey, UK***   * designing and conducting lessons in groups of international teenage students, designing and assisting sports and cultural activities in accordance with the company’s policy   ***EF English First, Guangzhou, China***   * designing and conducting lessons in groups of different ages and levels from elementary to advanced, assessing students’ levels of English, designing and administering tests, taking part in school promotional campaigns   ***Jan Kilinski Technical College* in Sosnowiec**   * conducting lessons in vocational and technical college, preparing students for ‘matura’/ end of secondary school exam. Working as examiner/interlocutor as a member of an oral ‘matura’ examining board, co – organizing Socrates student exchange programme.   ***The Hellenic Centre*, London, England**   * assisting typing and sending letters and documents, helping with sorting and posting mail, answering on-the-phone queries, assisting cultural events preparations |
| **SKILLS**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **LANGUAGES**   |  |  | | --- | --- | | IT  Other | * Office Suites: MS Office (Advanced Word & Excel), OpenOffice (Intermediate), MS PowerPoint, MS Internet Explorer, Outlook, Touch-typing (220 signs / minute) * Clean driving license - B category, * Operating stationery equipment, |   **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | |
| * English * German and Spanish | | * Level: fluent written & spoken English including finance, construction and Human Resources vocabulary   *Length of study:* 4 years in high school, 5 years at the university, MA degree in English,  training courses in Great Britain and Poland  - communicative, currently completing A2 level in Spanish |
| **ADDITIONAL ABILITIES**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | |
| * proficient in Windows and MS Office * touch typing speed - 200 signs per minute * translating various types of documents * excellent verbal and written communication skills   **PERSONALITY**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | |
| * I am a trustworthy, open, and friendly person with an ability to pay attention to detail. I am a quick learner and a team player with ability to work towards targets and keep deadlines. | | |
| **INTERESTS**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | |
| * travelling and sightseeing (numerous travels and longer stays in: the USA, Australia, New Zealand, England, Wales, Asia) * translating (also for The Historical Museum of the City of Cracow) * going for walks with the dog * American Indians * foreign language learning | | |

"I hereby authorize you to process my personal data included in my job application for the needs of the recruitment process (in accordance with the Personnel Protection Act 29.08.1997 no 133 position 883)".