**CURRICULUM VITAE**

**Personal Details**

**Full Name:** Rachael Susan Komakowska

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**Employment History**

**Project Manager, Visotec Socha, Brodnica, Poland 01/03/2012 – Present**

* Visotec Socha is a sign manufacturing company working with brand names such as; McDonalds, KIA, Citroen, Skoda, Ford and Fiat.
* I am responsible for managing international client projects.
* My duties involve; participating in tenders, carrying out site surveys, creating visual projections of new signage, organizing the removal and disposal of existing signage. Managing the production, transportation and installation of new signage. I am also responsible for invoicing and cash collection.

**Spanish & English Teacher, Speakland, Brodnica, Poland 01/07/2011 – 28/02/2012**

* Speakland is a private language school. I gave group and individual English and Spanish lessons to varying age groups from children aged 6 and upwards to Adults.

**Account & Business Development Manager,** [www.environmental-expert.com](http://www.environmental-expert.com/), **Madrid, Spain** **01/10/2007-21/04/2010**

* [www.environmental-expert.com](http://www.environmental-expert.com/) is an online information directory for the environmental industry.
* I was responsible for the customer service and finance department. I personally managed 75% of the companies portfolio.
* In my role as Account Manager I monitored the traffic to client ads, prepared analytical reports, optimization recommendations, sales and traffic forecasts.
* In my role as a Business Development Manager, I identified new sources of traffic and users and executed marketing campaigns utilizing direct marketing techniques. I also organized marketing exchanges with partners and researched new ways for developing the site.

**English Teacher, Vaughan Systems, Madrid, Spain 15/09/2006-30/07/2007**

* Vaughan Systems is a private language school. I gave group and individual English lessons mainly to adults. I also participated in summer camps for children aged from 7-10 years of age.

**Customer Service,** [**shop.FCBarcelona.com**](http://www.shop.FCBarcelona.com/) **Bristol, UK 01/09/2005-30/06/2006**

* During my last year of Higher Education I worked part-time in the customer service department of this website.
* This is an inbound call-centre dealing with online sales, order enquiries and problem resolution.

**Sales & Marketing Assistant, AFO S.L., Barcelona, Spain 24/02/2005-30/06/2005**

* My third year of higher education was spent in Barcelona, I gained work experience in this company helping with administrative tasks.

**Estate Agent,** **Taylors Countrywide Estate Agents, Bristol, 15/02/2003-30/07/2004**

* I worked at the Fishponds and Bishopston branches arranging and accompanying potential home buyers to available properties.
* I carried out surveys of new properties coming on to the market.
* I negotiated and managed property sales through to the exchange of contracts.

**Fleet Administrator, Motability Finance Ltd, Bristol 12/01/2002-30/09/2002**

* Motability Finance Ltd is a NFP organization which provides fleet cars to motability benefit receivers.
* I was responsible for organizing inspections of vehicles due to be returned after their 3 year contract and monitoring repairs.

**Education**

**2:1 BA Hons International Business Studies and Spanish 2002- 2006 UWE(University of the West of England) & Universtat de Barcelona**

* I participated in the Erasmus Socrates exchange programme and spend a year abroad studying at the Universtat de Barcelona and working in the sales and marketing department at AFO.

**Additional information**

**Languages:** English - Native speaker

Spanish - Advanced

Polish - Advanced

**IT:** MS Office, Excel, Outlook i SDL Trados. I also possess basic knowledge of html programming language and the google algorithm.

**Interests:**

* I have practiced Kundalini yoga for 3 years and hatha yoga for 2 years in Madrid and India.
* I am an ardent traveler having visited over 35 countries.
* I am a very creative persons and spend as much of my free time as possible with various types of handicrafts from; sewing my own clothes, handbags and accessories to crocheting, knitting, tatting and silversmithing.

**Volunteer, The Way Inn Lodge, Huaraz, Peru**, **30/12/2010-30/01/2011**

* I volunteered for 1 month at this Lodge located at 3000m above sea level. I atteneded to guests, prepared bills, helped out in the kitchen and also completed the accounts for 2011.

**Volunteer, AmaZOOnico Animal Rescue Centre, Tena, Equador, 19/09/2010-20/11/2010**

* I spent 2 months working in the heart of the Amazon Rainforest without electricity or hot water.
* I cleaned animal cages and fed animals twice a day. I also guided groups of tourists around the reserve, cooked and cleaned for the other volunteers