



CURRICULUM VITAE **Anna Kaminska**

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PROFILE

I am a well-organised, adaptable and reliable person. I see myself as a good communicator who is able to work under pressure as a part of a team or on my own. Creativity and language skills are my main assets.

EDUCATION

October 2010

UK-TEFL

TEFL Certificate (Teaching English as Foreign Language)

September 2007 to October 2010

University of Chichester

BA (Hons) Media Production and Media Studies (First Class)

QUALIFICATIONS

- City & Guilds Level 1 Certificate Adult Numeracy
- British Council Certificate in IELTS (7,0)
- Cambridge ESOL Level 1 Certificate in ESOL Skills for Life

ROLES & EXPERIENCE

June 2012 to July 2012

Metro Services PL

Interpreter/Translator

- Assisting the transition of accounting responsibilities from Poland to off-shore personnel in India
- Providing interpreting/translating services for the company employees
- Interpreting from English to Polish and from Polish to English

References provided upon request.

February 2011 to November 2011

Wizard English School (Brazil)

English Teacher

- Conducting regular classes to the assigned groups of Portuguese students
- Arranging performance evaluation tests
- Marking homework exercises and providing appropriate feedback
- Monitoring and recording student attendance
- Organising and leading out-of-school team-building activities

October 2010 to November 2011

Self-employed

English Tutor/Translator

- Translating research documents and questionnaires
- One to one and group lessons
- Preparation for job interviews
- Business English tutorials

December 2006 to September 2007

**Eastbourne Borough Council
(Eastbourne Homes)**

Receptionist / Data Entry Clerk

- Dealing with correspondence and general office
- Receiving and diverting incoming calls
- Reporting on status of data collection
- Inputting, processing and maintaining records within system database

December 2004 to October 2006

Sports World Int. Ltd.

Sales Supervisor

- Handling customer issues
- Creating reports
- Supervising Sales Assistants

LANGUAGES

English, Polish, Portuguese

KEY SKILLS

- I.T. Skills with good knowledge of Ms Office
- Creating writing
- Keyboard-typing
- Researching

References provided upon request.

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