**CURRICULUM VITAE (CV)**

**Malgorzata Szkudlarek**

born 21.08.1980 in Poznan

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| Marital status: | single |
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**PROFESSIONAL QUALIFICATIONS**

2000 – 2004 University of Adam Mickiewicz, English Philology,

(BA+MA), Poznan, Poland

1985 - 1999 Alexandra College, Milltown, Dublin 6, Ireland

**PROFESSIONAL EXPERIENCE**

2009.09.01- 2010.01.01 **Assistant, Barcelona Management, Barcelona, Spain**

**-** managing customer relations

**-** administrative work

- translating

2008.09.01- 2009.08.31 **Primary school tutor, Colegio Internacional Europa**

**in Sant Cugat del Valles, Spain**

- general tutoring, English, Science, Arts and Crafts

2007.09.01 – 2008.06.30 **English teacher, Fluency Idiomas, Valencia, Spain**

- teaching English to adults and kids

2007.09.01 – 2008.06.30 **Secretary, Live Valencia, Valencia**

**-** managing correspondence

- coordinating information flow

- translating

2007.07.02 – 2007.08.19 **English teacher, Active Language Learning,**

**Dun Laoghaire, Dublin, Ireland**

- EFL summer courses for children

2006.10.01 – 2007.06.30 **English instructor, Wall Street Institute, Valencia**

**-** TEFL in the institute and in companies (WSI method)

2004.09.01 – 2006.07.25 **Freelance English teacher, Prague, The Czech**

**Republic**

**-** FCE, CAE and BEC courses,general and intensive

- individual and group courses

- in school and in company courses: LCDH (Language

Centre David Holis) and The Language House

2002.05.01 – 2005.07.31 “**Teamer”, Die Evangelische Jugend Berlin- Brandenburg-schlesische Oberlausitz**

- participation in international workshops in Germany

- leading international integration workcamps in Germany

**LANGUAGES**

Polish – native (written and spoken)

English – native (written and spoken)

German – advanced (written and spoken)

Spanish – intermediate (written and spoken)

Czech – elementary but communicative (written and spoken)

**OTHERS**

Professional Editing and Proofreading Diploma from Stonebridge Associated Colleges

Computer – MS Office (Word, Excel, Power Point)

**INTERESTS**

Mountain trekking, dance (ballroom and contemporary), international relations