Grazyna Jarmosiewicz

 gjarmosiewicz@gmail.com

***LANGUAGES:*** POLISH, ENGLISH

***SPECIALIZATIONS:*** BUSINESS, LEGAL

**MEMBER of National Association of Judiciary Interpreters & Translators**

# *EDUCATION:*

 **New Jersey CERTIFICATE in INTERPRETING SPOKEN LANGUAGES**

Union County College, Cranford, NJ 2012

**ASSOCIATE DEGREE in APPLIED SCIENCE**

Union County College, Cranford, NJ 2011

**CERTIFICATE in ENGLISH AS A SECOND LANGUAGE**

Seton Hall University, South Orange, NJ 2007

**MASTER DEGREE in EDUCATION**

University of Maria Curie-Sklodowska

 Lublin, Poland, June 2002

**BACHELOR DEGREE in SOCIAL WORK**

University of Maria Curie-Sklodowska

 Lublin, Poland, June 2000

***WORK EXPERIENCE:***

**FREELANCE TRANSLATOR:**

**Leapforce**

* Internet search evaluator. 2013-current

**Synthesio** – Social Media Monitoring, London, UK, 2011 - 2012

* Monitored and coded a sentiment for Nissan and competitors to provide a trackable benchmark, across the Polish market.

## LANGUAGE TEACHER Polish Supplementary School, Perth Amboy, NJ 2012- current

* Teaching Polish language to English speaking elementary school students

**TRANSLATOR, BOOKKEEPER** Transport Specialties International, East Brunswick, NJ 2009-2011

* Provided translation and interpretation services for the management, employees, existing and potential customers
* Done bookkeeping

**PRACTICAL TRAINING** Swap Financial Group, LLC, South Orange, NJ 2010

* Practiced bookkeeping
* Observed office operations

**PRINCIPAL** Polish Supplementary School of St. Casimir, Newark, NJ 2005-2011

* Recruited employees
* Interpreted English to Polish language for students’ parents.
* Coordinated school operations. Arranged, plan and schedule school events.
* Supervised and directed staff and five teachers’ work.
* Corresponded with students’ parents in Polish and English

## LANGUAGE TEACHER Polish Saturday School of St.Casimir, Newark, NJ 2004-2011

* Taught Polish language to English speaking elementary school students
* Supervised children

**CASHIER** Feu Vert, a French car company in Warsaw, Poland 2001-2002

* Interpreted English to Polish for English speaking customers.
* Operated the register.
* Worked in customer service.

***RELATED SKILLS* :** Trustworthy and responsible in work performance.