Curriculum Vitae

PRZEMYSŁAW RUTKOWSKI

**PERSONAL DETAILS**

**Full name**: PRZEMYSŁAW RUTKOWSKI

Nationality: Polish (born in Lipno, kujawsko-pomorskie voivodeship, Poland)

DOB: 25 may 1989

Marital status: Single

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**Profile:**

In my professional carrier I had a pleasure to fulfill various tasks for different companies, often operating in totally different environment and offering various services. I have experience in oral and written translation. Due to my interests, education, operating within foreign English language and working as a translator I have developed features like accuracy, punctuality and multiple work revision. On the other hand, working in the entertainment branch combined with my natural ease in communication, gave me experience in building personal relations. Moreover I have seen and experienced methods of staff motivation, being involved in both decision-making and target-setting. Financial branch also gave me important knowledge, like: individual approach to clients, fulfilling their expectations of my own capabilities, professional approach for potential clients in accordance with good manners and in force etiquette.

To sum up, my multi-task experience gained in a couple of years lets me take up various new potential work places and with my courage and broad personal skills I am ready to fulfill your expectations as your new employee.

**Skills:**

* Owning and handling translation software of CAT and MT category, distributed by the polish company KOMPAS
* Languages: English (highly advanced level), German (true basics)
* Driver’s License (B category)
* Computer handling
* Usage and handling of Microsoft Office programs, internet and e-mail
* Martial arts degrees (self defense skills): 10 kyu in Ju-Jitsu and 10 kyu in Karate Kyokushin Kai

**Interested in:**

* militaries
* police special units operating on the territory of Poland
* martial arts
* pen and paper role-playing games
* computer games
* movies
* music
* iguanas
* recently, history and culture of Japan

**Professional Carrier:**

**Practice as an oral translator during EURO 2012 at the City Police Department In Bydgoszcz City (Polish: Komenda Miejska Policji w Bydgoszczy) which was the main Headquorters for all cases of EURO turnament in Kuyavian-Pomeranian ( polish: Kujawsko - Pomorskie) voivodeship.**

**(Bydgoszcz City)**

**1 June – 1 July 2012**

**Responsibilities:**

* providing necessary help in communication between Police Officers and foreigners during EURO 2012
* assistance during any potential interventions of Police Forces and providing support with my translation skills
* observation for any potential threats
* helping guests from other countries by lending them meaningful information about the city

**Key Achievements:**

* improvement of my translation skills
* acquisition of knowledge about customs, tradition and culture, mostly of English speaking foreigners
* improvement in practical usage of English language (mainly vocabulary and diction)

**Business representative in “Personal Management”, polish company selling life insurance with capital indexes**

**December 2011r. - March 2012r.**

**Responsibilities:**

* Presentation of the company product to individual clients
* Signing agreements between company and clients
* Servicing and caring over personally contracted clients
* Introducing and caring for newly enrolled workers in purpose to create and strengthen company structure
* Broadening the knowledge about bank deposits, capital indexes, life insurance, productive investments, customer service, insurance and economy

**Key Achievements:**

* Gained basic knowledge about national insurance in Poland
* Gained basic knowledge about life insurances in Poland
* Gained basic knowledge about: bank operations and their offers toward productive investments, life insurances and deposit accounts in Poland
* Improved conversation and negotiations skills
* Improved skill in working in groups
* Gained basic knowledge about organizing and building company structure and managing your own group
* Polished manners while dealing with clients
* Learned how to correctly represent a company during small business meetings

**Physical worker in chocolate factory in Kendal (Cambria, Great Britain) during summer holidays**

**2010**

**Responsibilities:**

* Effective work in the production line
* Punctuality

**Key Achievements:**

* Improvement of my linguistic skills
* Broaden knowledge about England and English culture

**Staff worker in “Multikino” cinema complex in Włocławek, during**

**summer holidays 2008**

**Responsibilities:**

* Controlling validity of bought tickets
* Controlling manners of guests inside the complex and running polite conversation in case of any inappropriate behavior
* Controlling safety inside the complex
* Co-running safe and smooth evacuation action in case of any potential threat
* Ensure safety of evacuated guests inside the cinema complex
* Ensure service and any necessary help for our guests
* Cleaning Cinema complex
* Checking close neighborhood of the cinema complex, in search of any potential damage of cinema property
* Selling gastronomical products inside the complex
* Serving beer in “Lech Pub” owned by the cinema

**Key Achievements:**

* Gained knowledge about standards and functioning of cinema complexes as a part of entertainment branch
* Learned to work with the electronic cash desk

**Physical worker in Kujawskie Zakłady Przetwórstwa Owocowo-Warzywnego ( Kujavian manufactory processing Fruits and Vegetables ) in Włocławek**

**Summer holidays 2007**

**Responsibilities:**

* Effective work in the production line
* Punctuality
* Palletize ready products, and preparing them for export
* Transport single components from one production line to another with manual pallet.

**EDUCATION:**

**University of Kazimierz the Great (Polish: Uniwersytet Kazimierza Wielkiego) in Bydgoszcz city**

Ongoing first grade studies on the second year of English Philology on the University of Kazimierz the Great in Bydgoszcz, Poland

**Second High School of Nikolai Copernicus in creative activity profile class in Włocławek city**

Graduated with High School certificate

**\* City Police Department In Bydgoszcz City (Polish: Komenda Miejska Policji w Bydgoszczy):**

City Police Department In Bydgoszcz City is one of several departments located on the territory of Bydgoszcz, serving and protecting citizens of the city and nearby settlements. During EURO 2012 it was the main headquarters for all actions and operations connected to the tournament in [Kuyavian-Pomeranian Voivodeship](http://en.wikipedia.org/wiki/Kuyavian-Pomeranian_Voivodeship). Bydgoszcz itself is located in northern [Poland](http://en.wikipedia.org/wiki/Poland), on the [Brda](http://en.wikipedia.org/wiki/Brda_River) and [Vistula](http://en.wikipedia.org/wiki/Vistula_River) rivers. With a city population of 363,926 (data from March 2011), and an urban [agglomeration](http://en.wikipedia.org/wiki/Agglomeration) with more than 470,000 inhabitants, Bydgoszcz is the 8th-largest city in Poland. It has been the seat of [Bydgoszcz County](http://en.wikipedia.org/wiki/Bydgoszcz_County) and the co-capital of the [Kuyavian-Pomeranian Voivodeship](http://en.wikipedia.org/wiki/Kuyavian-Pomeranian_Voivodeship).

\*\* **”Multikino” ciemna complex:**

Is a cinema complex consisted of several large halls. First building of this company were opened in 1998 in Poznań city. Company growth was very rapid and nowadays Multikino own eat least 27 complexes serving ten thousand guests monthly in almost every major city in Poland. In 2008 “Silver Screen” (another multi-cinema complex) announced fusion between them and “Multikino”, boosting further the development of the company. In 2010 for the first time “Multikino” spread beyond borders of Poland. First cinema complex on foreign territory has been build in Ryga in Latvia. In the same year the second complex of this company has been opened in Vilnius in Lithuania. Currently next four buildings are being build in four big cities in Poland and the next seven are in planning stage.