# *Tomasz Poniedzielski*



Residence address:

Świętokrzyska 8

28–200 Staszów

GSM: 504 663 920

tomasz.poniedzielski@wp.pl

Date of birth 26.01.1983

Place of birth: Staszów

***Education***

**2010 – in progress – Polonia University in Częstochowoa, The Translation and Interpretation Institute,**

Field of study: Sworn translations, sworn interpretations

Speciality: Sworn translator; Sworn interpreter

**2006 - 2009 – The Jagielloński University, European Faculty in Cracow,**

Field of study: International and Political Relations;

Speciality: European Integration

**2003 – 2006/2006 - 2008 The University of Arts and Sciences in Kielce**

Field of study: English Studies;

Speciality: Business teaching,

**1998 – 2002 Classical High School named after S. Wyszyński in Staszów**

Subject: science

***Professional experience***

**01.01.2011 – w trakcie** - Elektrownia Połaniec S.A. – Grupa GDF Suez Energia Polska   
in Zawada, Customer Service Department – Katowice, Customer Service Specialist; opereting within the field of financial, invoicing and HR programs: SALIX, LUX and SAP, energy sell/purchase invoicing and drawing up reports, translation of documentation (English), preparing correspondence, assistance during the implementation of cooperation strategies with Suez Group, preparing articles and pictures for newspapers and cooperation with radio station, secretarial duties, keeping records of operations and coordination, article proofreading for printing, web site and intranet managing, special corporate organization of cultural and company events, performing a wide variety of general clerical work.

**16.03.2010 – 16.09.2010** – Elektrownia Połaniec S.A. – GDF Suez Energia Polska S.A. in Zawada, Organization and Management Department, Public Relations, organizational agent, translation of documentation (English), preparing correspondence, assistance during the implementation of cooperation strategies with Suez Group, preparing articles and pictures for newspapers and cooperation with radio station, secretarial duties, keeping records of operations and coordination, article proofreading for printing, web site and intranet managing, special corporate organization of cultural and company events, performing a wide variety of general clerical work.

* Translation of technical weekly reports for the GDF SUEZ Group,
* Translation of reports and materials concerning the Green Power Unit in GSEP,
* Interpreting during teleconferences with GDF SUEZ H&S headquarters,
* Translation of correspondence concerning wide range of topics, including following issues: technical, labour, HR, financial, social, H&S, PR, as well as motions and applications for meetings of the GSEP Management Board,
* Providing help to employees from all GSEP departments in communication and English correspondence interpretation.

**01.09.2009** **–31.01.2010** – Świętokrzyskie Voivodeship, Marshal Office, Department of Regional Policy, white-collar worker department manager, archiving, working among the field of SOP and ROP of Świętokrzyskie Voivodeship 2007 – 2013, providing potential clients with information concerning EU funds for operational programs, Świętokrzyskie Voivodeship ERDF projects, co-operation with other Office Departments, office equipment operation, preparation and edition of official documents, data computerization, translation of documents English – Polish, Polish – English, acquiring basic knowledge of law regulations concerning Operational Programs, UE funds, correspondence administration, getting familiar with job specification of Department of Regional Policy and terms connected with administration, office, chancellery and applicant service.

**01. – 06.2009** – web site administrator in Rzeszowski Katalog Firm (rzkf.pl). Responsibilities: system administration, system advertising, customer service

**11.2005 – 03.2006** – trade co-partner in Telekomunikacja Polska S.A. Lublin, Section in Kielce

**2006 -** Teacher practice in high school in Połaniec, teaching English

**07. – 09.2004** – “Lech” hotel in Łeba, receptionist, consumer service, mainly English speaking customers, planning hotel’s strategy and reception staff managing, references

Active participation in students’ organizations (taking part in artistic events and arranging excursions, trips); part – time, odd jobs and seasonal jobs during studies, child’s foster-father on summer camps.

***Languages***

English – fluent

German; Russian – basic

***Additional qualifications and strengths***

Driving licence category B (since 2000)

Child’s foster-father diploma

Computer skills course: Office, Adobe Photoshop, Corel, internet

Excellent analytical and evaluative skills

Perceptive, efficient, patient, and understanding

An excellent listener and communicator

Relates well with a wide variety of people

A quick thinker

***Interests***

motorization, parties organizing, travelling, European integration, squash, team sports, athletics, rock and pop music, cinema, photography, geography, cultural science, meeting new cultures and people

“In spite of recruitment requirements I herby give my permission to process my personal data as included in my offer (under the act from 29.08.1997 regarding Personal Data Protection; uniform text: Dz. U. z 2002r. Nr 101, poz. 926 ze zm.).”

"Wyrażam zgodę na przetwarzanie moich danych osobowych dla potrzeb procesu rekrutacji zgodnie z Ustawą z 2002 roku o Ochronie Danych Osobowych (Dz. U. Nr 101 poz, 926 ze zmianami)".