

Europass Curriculum Vitae

Personal data

Surname / First name

Nowak Anna Katarzyna

Address

Kwiatowa 28
35-876 Katowice
Poland

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Citizenship

Polish

Date of birth

16.08.1985

Sex



Aim

To gain employment as a teacher of English language, literature, and composition at an outstanding language school and to continue spreading love for the English language by instilling passion for the subject in the hearts and minds of students.

Experience

Dates

07.2014 - till now

Occupation or position held

Interpreter / Translator

Main activities and responsibilities

consecutive and simultaneous interpreting on behalf of various production and trade companies, fairs, public and private institutions etc.
translation of diverse texts, e. g. in the field of law, marketing, business relations, production etc.

Name of employer

Various contracting partners, Katowice

Dates

10.2011 - 01.2014

Occupation or position held

English language teacher

Main activities and responsibilities

teaching English language and composition classes to a diverse array of students of varying ages and abilities
planning and organizing hands-on activities that encourage active student participation, involvement, and team work
maintaining an orderly, peaceful, and positive learning environment, applying disciplinary measures when necessary
incorporating cultural and historical components into the curriculum to diversify and expand learning material

Name of employer

Easy English language school, Katowice

Dates

06.2011 - 08.2011

Occupation or position held

Reception, housekeeping, room & breakfast service

Main activities and responsibilities

teaching Polish students how to work in the kitchen
housekeeping
room service
work at the reception
constant contact with foreign customers

Name of employer

Hotel Conrad & Hotel Aston / three-star hotel, Karlskrona, Sweden

Education

Dates

10.2009 - 06.2011

Title of qualification awarded Masters Degree (Magister)
Principal subjects Faculty: English Language Studies
Specialization: Teacher Training Programme
Organisation providing education University of Silesia (Uniwersytet Śląski), Katowice

Dates 10.2005 - 06.2009
Title of qualification awarded Bachelors Degree (Licencjat)
Principal subjects Faculty: English Language Studies
Specialization: Teacher Training Programme
Organisation providing education University of Silesia (Uniwersytet Śląski), Katowice

Certificates and licenses

Date 01.2010
Document Driving license - category B

Skills and competences

Other languages

Self-assessment

European level (*)

English

French

Russian

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C2	proficient user	C2	proficient user	C2	proficient user	C2	proficient user	C2	proficient user
B1	independent user	B1	independent user	B1	independent user	B1	independent user	B1	independent user
A1	basic user	A1	basic user	A1	basic user	A1	basic user	A1	basic user

(*) European language level

TECHNICAL

SOCIAL

MS Office (4)
communication skills (4), skill of the work in the team (4), conscientiousness (4), good attitude around other people (4), able to work in stressful situations (4)

(*) skill level: 1 - beginner, 2 - intermediate, 3 - advanced, 4 - proficient

Additional info

Extensive experience teaching many aspects of English, from literature, to grammar and composition, to film and culture review. An outgoing, dynamic, and fun personality and teaching style. Excellent public relations skills, communication skills, and interpersonal skills. Ability to work quickly and effectively under pressure, very motivated.

Hobby

English culture and history, learning languages, travels