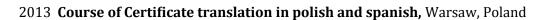
# AGNIESZKA PIOTROWSKA

Date of birth: 26/02/1978 Address: ul. Szanajcy 18 m.31 Warszawa 03/481 E-mail: apiotrowska@onet.com.pl Phone: 0048 888811142

## **EDUCATION**



2011/2012 Master in Intercultural Communication Translator and Interpreter in Spanish and Polish University of Alcalá de Henares in Madrid.

2006 **Business Management in an integrated Europe (BA)** WSM Warsaw, diploma nostrification in Spain after passing additional examinations of accounting at the University of the Balearic Islands.

## EXPERIENCE

2015-2018 SPECIALIST ADMINISTRATION AND ACCOUNTING COPROSA POLSKA, Warsaw

*2014-2015* ASSISTANT DIRECTOR GENERAL *COPROSA POLSKA*, Warsaw (construction company) Responsibilities:

• Monitor the market in terms of public procurement

• **Technical and business translations and interpreting** among others tasks. References on request.

*2017* Translating of Polish Public Procurment Law for Spanish investros

*2010* present TRANSLATOR - Translation occasional documents in Spanish and Polish languages for Spanish companies and translation agencies.

*2011* TRANSLATOR/INTERPETER - *Universal Doctor*, practices, Barcelona (*references:*https://onedrive.live.com/? cid=CA9EF5459F53D298&id=CA9EF5459F53D298%211056&parId=root&o=OneUp)

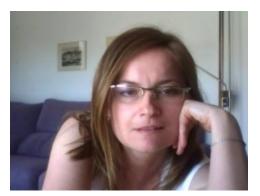
*09 - 12/2012* INTERNATIONAL TRANSPORT OPERATOR -*CASTILLO TRANS*, Warsaw Responsibilities: coordination of drivers on the route Germany - France - Spain, SAP. Daily telephone contact with the Spanish and Polish workers.

#### 2011 - 2012 HEADHUNER MONTUR ESTAN, Madrid

Responsibilities: search specialists for construction, documentation management, the mediator between the company and employees.

#### 2008 - 2010 TURIST AGENT - **BLU TOUR**, Spain.

Responsibilities: implementation of provisions Polish tourist groups in Mallorca, Ofimayor. Negotiations between the operators of the Polish and Spanish.



*2006 – 2007* RECEPTIONIST *HOTEL TEIX,* Mallorca. Responsibilities: check-in / check-out guests, reservations, customer service.

2004 - 2005 AU PAIR, Mallorca

# LANGUAGES AND OTHER

• Intermediate English,

• Spanish: professional - Jęz. Spanish advanced, National School of Foreign Languages, Spain - stay in Spain for 8 years.

• Knowledge of legal issues of commercial law, administrative and labor Spanish and Polish

# OFFICE

Powerpoint, Excel, Word, Outlook, Lotus, SAP

## WORK CAD PROGRAM - WordFast