

AGNIESZKA PIOTROWSKA

Date of birth: 26/02/1978

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EDUCATION

2013 **Course of Certificate translation in polish and spanish**, Warsaw, Poland

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 Procurement 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/?](https://onedrive.live.com/?cid=CA9EF5459F53D298&id=CA9EF5459F53D298%211056&parId=root&o=OneUp)

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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