

Agata Czerniakowska

Education

- 2009-2010 **University of Barcelona**, Faculty of Law, Department of International Studies, major in: international relations, postgraduate studies
- 2004-2009, **Warsaw University**, Faculty of Law and Administration, major in law, 5-year master's degree course, **a master's degree**

Professional experience

11.2011-07.2014 **PR Specialist, Press Office of Orange Polska, Warsaw, Poland**

- **Implementation of PR projects** (supervising press-related issues in PR projects in particular areas of the company)
- **Contact with external customers** (concluding contracts and agreements with external companies, negotiations)
- **Organisation of external events** (concept co-creation, planning, estimation)
- **Preparation of press releases**
- **Translations into English** of press releases and periodical summaries of the company's media-related activities
- **Team support** (conceptual work, logistics)

07.2007 – 03.2008 **Assistant, Legal Department of Gadu Gadu S.A., Warsaw, Poland**

- **Preparation of civil law contracts and opinions**, particularly of mandate agreements, agreements to perform a specific task, contracts with persons running their own business
- **Preparation of regulations and internal documents for the company**
- **Coordination and archiving of the legal documentation in the company's registered office**
- **Contact with external customers** (concluding contracts, informing about procedures in the company)
- **Administrative and office work**

07.2006-09.2006 **A hostess and waitress**, work as part of Work&Travel programme, **Ritz Carlton Hotel, Kapalua Hawaii, USA**

06.2004-09.2004 **A hostess and waitress**, work as part of Work&Travel programme, **Ciche Greek Ciasno Resort, Brooks, California, USA**

Skills

Workshops: "Team Communication and Collaboration" (Orange Polska)
Educational workshops on the implementation of sponsoring projects in the area of music and film (Orange Polska)
Computer literacy – Office suite

The ability to operate office equipment

Additional skills

English: advanced level (CAE certificate)

Spanish: advanced level (postgraduate studies in Spanish at the University of Barcelona)

Catalan: elementary level

French: elementary level

Highly developed interpersonal skills; the ability to work in a team and independently under the pressure of time; conscientiousness; scrupulosity; responsibility; high ethical standards; organisational skills; communication skills; professionalism.

Interests

travel, learning foreign languages, history, cinema

Declarations

I hereby declare that I am a Member of the Supervisory Board of ZPZ "LUBLIN" Sp. z o.o., which is controlled by PEPEES S.A.

In addition, I declare that I am not entered in the Register of Insolvent Debtors kept pursuant to the National Court Register Act.

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