

Curriculum Vitae

PERSONAL DATA

Name and surname: Joanna Szewczuk
Date of birth: 15.12.1986
Address: Serbska 6 apt. 5, 61-758 Poznań
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PROFESSIONAL EXPERIENCE

01.2008 – present **Junior Clerk in the Office of the Regional Parliament – the Office of the Marshal of the Wielkopolska Region**

- work in the office of the Chairman of the Parliament
- keeping record of incoming and outgoing mail
- drafting occasional letters and speeches
- elaboration of transcripts and minutes of the meetings of the Parliament
- preparation of materials for sessions of the Parliament and for meetings of the committee

05.2006 – 10.2007 **Receptionist – Hilton Brighton Metropole Hotel**

- processing check-ins and check-outs
- accounting guests - issuing invoices
- operating the booking system
- processing telephone calls
- managing correspondence

EDUCATION

06.2004 – 11.2007 **Uniwersytet im. Adama Mickiewicza w Poznaniu (Adama Mickiewicz University)**
undergraduate studies: Administration

COMPLETED COURSES AND TRAININGS

- Touch typing course

ADDITIONAL INFORMATION

Skills:

- MS Office pack
- ProHott, RMS Hotel

Languages spoken:

- English (advanced)
- French (basic)

Interests:

- karate
- professional tasting of alcoholic drinks