



Katarzyna Danuta Wywiał

Date of birth: 16/03/1974 | **Nationality:** Polish | **Phone number:**

(+32) 0473251230 (Mobile) | **Email address:** catherine.wywial@gmail.com |

Address: rue Plaine des Sports 1, 12, 1970, Wezembeek-Oppem, Belgium (Home)

EDUCATION AND TRAINING

23/02/2023 – CURRENT Ghent, Belgium
DOCTOR OF LITERATURE Ghent University

I am focussing on contemporary American poetry; my dissertation is devoted to the poetry and poetics of David Joel Shapiro.

Address Blandijnberg , 2, Ghent, Belgium | **Website** <https://www.ugent.be> |

Field of study Literature and linguistics | **Level in EQF** EQF level 8 | **National classification** 8

28/02/2022 – 11/06/2022 Wałbrzych, Poland
POSTGRADUATE STUDIES - TEACHER OF POLISH Wyższa Szkoła Zarządzania i Przedsiębiorczości

Address ul. Wrocławska 10, Wałbrzych, Poland | **Website** wvszip.edu.pl

28/02/2021 – CURRENT Wałbrzych, Poland
POSTGRADUATE STUDIES - TEACHER OF POLISH AS A FOREIGN LANGUAGE Wyższa Szkoła Zarządzania i Przedsiębiorczości

Address ul. Wrocławska 10, Wałbrzych, Poland | **Website** wvszip.edu.pl

30/09/1993 – 13/07/1998 Cracow, Poland
MASTER OF ARTS - TEACHER OF ENGLISH Jagiellonian University

Address Cracow, Poland

LANGUAGE SKILLS

Mother tongue(s): **POLISH**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C2	C2	C2	C2	C2
FRENCH	B2	B2	B2	B2	B2
SPANISH	B2	B2	B1	B1	B1
CROATIAN	A2	A2	A1	A1	A1
DUTCH	A1	A2	A1	A1	A1
UKRAINIAN	A2	A2	A1	A2	A1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● **DIGITAL SKILLS**

Microsoft Office | Microsoft Excel | Microsoft Powerpoint | Microsoft Word | Outlook | Google Docs | Zoom | Collaborative tools for online work (Miro) | WhatsApp | Internet user | Strong Computer Skills | Windows 10

● **WORK EXPERIENCE**

15/06/2019 – CURRENT Brussels, Belgium

ASSISTANT/SECRETARY DIRECTORATE-GENERAL FOR TRANSLATION, EUROPEAN COMMISSION

- daily office management
- technical checks on finalized translations into EN
- monitoring the unit's attributions in Ares
- monitoring workflows and deadlines
- managing the functional mailboxes
- maintaining the unit's agenda
- setting up meetings;
- creating documents in Ares
- drafting Word/Eurolook documents

31/08/2017 – 14/06/2019 Brussels, Belgium

ASSISTANT/SECRETARY DIRECTORATE-GENERAL FOR EMPLOYMENT, SOCIAL AFFAIRS AND INCLUSION, EUROPEAN COMMISSION

- daily office management
- monitoring the unit's attributions in Ares
- monitoring workflows and deadlines
- managing the functional mailboxes
- setting up meetings;
- creating documents in Ares
- drafting Word/Eurolook documents
- working translations

03/01/2016 – 30/08/2017 Brussels, Belgium

ASSISTANT EVERIS BENELUX

seconded to the European Commission, DG Employment, Social Affairs and Inclusion to work on the ESCO project

31/03/2013 – CURRENT Brussels, Belgium

ENGLISH TEACHER LES AMITIES BELGO-POLONAISES

As a volunteer, I teach English to teenagers and adults who wish to improve their English skills.

15/06/2014 – 30/12/2015 Brussels, Belgium

ASSISTANT TENFORCE

seconded to the European Commission, DG Employment, Social Affairs and Inclusion to work on the ESCO project

03/10/1998 – 30/12/2013 Piaseczno, Poland

ENGLISH TEACHER AND TRANSLATOR AMERINGO

I worked as a self-employed translator between Polish and English.

08/11/2012 – 10/02/2013 Brussels, Belgium

ENGLISH TEACHER ISFCE - UPDATE CENTER

I taught English to a class of intermediate students.

06/01/2011 – 30/12/2011 Brussels, Belgium

SECRETARY PERMANENT REPRESENTATION OF THE REPUBLIC OF POLAND TO THE EU

I worked as a secretary to the Head of Unit at the Permanent Representation of Poland (maternity cover).

30/09/2003 – 29/09/2010 Warsaw, Poland

ENGLISH TEACHER WARSAW UNIVERSITY, FACULTY OF APPLIED LINGUISTICS

I was an instructor and lecturer of English to undergraduate and graduate students with a major or minor in English. I taught phonetics, literature, legal translation and practical English.

30/09/2003 – 29/09/2004 Warsaw, Poland

ENGLISH TRANSLATOR ECT

I worked as an in-house translator.

30/09/2002 – 29/09/2003 Warsaw, Poland

ENGLISH TEACHER WARSAW UNIVERSITY, SCHOOL OF FOREIGN LANGUAGES

I taught English to students of Warsaw University from the Polish Department (absence cover).

28/02/2002 – 30/08/2002 Warsaw, Poland

DIRECTOR OF STUDIES MISSION JĘZYKI OBCE

I supervised the work of English teachers in a local branch of a language school.

31/07/2001 – 09/02/2002 Warsaw, Poland

ENGLISH TEACHER SPEAK-UP SCHOOL

I taught English to clients of a private language school.

06/09/1998 – 30/08/2001 Dąbrowa Górnicza, Poland

ENGLISH TEACHER 5TH HIGH SCHOOL OF CHANCELLOR JAN ZAMOYSKI (V LICEUM OGÓLNOKSZTAŁCĄCE IM. KANCLERZA J. ZAMOYSKIEGO)

I taught English to students aged 15-19.

31/03/1995 – 29/06/1995 Wojkowice, Poland

ENGLISH TEACHER 2ND ELEMENTARY SCHOOL (SZKOŁA PODSTAWOWA NR 2)

I worked as an English teacher with 6-graders (maternity cover).