

# Agata Czerniakowska

## Education

- 2009-2010 **University of Barcelona**, Faculty of Law, Department of International Studies, major: International Relations, postgraduate studies
- 2004-2009 **University of Warsaw**, Faculty of Law and Administration, major: law, **Master's** degree

## Professional experience

2016 - **Member of the Supervisory Board of Pepees S.A.**

11/2011-07/2014 **PR Specialist, Press Office of Orange Polska, Warsaw, Poland**

- **PR projects** (press supervision of projects within the scope of PR activities of respective company areas)
- **contact with external clients** (execution of contracts and agreements with external companies, negotiations)
- **organisation of external events** (co-design of concepts, planning, estimation)
- **preparation of press releases**
- **translation into English of** press materials and periodic summaries of the company's media activities
- **team support** (conceptual work, logistics work)

07/2007 - 03/2008 **Assistant, Legal Department of Gadu Gadu S.A., Warsaw, Poland**

- **drawing up civil law contracts and opinions**, in particular contracts of mandate, contracts to perform a specific task, contracts with self-employed persons
- **drafting regulations and internal rules for the unit**
- **coordination and archiving of legal documentation at the company's headquarters**
- **contact with external clients of the company** (execution of contracts, information on company procedures)
- **administrative and office work**

## Skills

Workshop "Communication and teamwork" (Orange Polska)

Educational workshop on the implementation of sponsorship projects in the field of music and film (Orange Polska)

Computer skills – Office suite Operation of office equipment

## Miscellaneous

**English** advanced (confirmed with the CAE certificate)

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

**Catalan language** elementary

I consent to the processing of my personal data included in my job application for the needs of the recruitment process (in accordance with the Act of 29/08/1997 on the Protection of Personal Data, Polish Journal of Laws No. 133, item 883).

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