



Dominika Ogrodnik

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WORK EXPERIENCE

28/02/2018 – CURRENT – Dijon, France

FRENCH&POLISH&ROMANIAN SWORN TRANSLATOR – SELF-EMPLOYED

- translation of documents (juridical, economic, medical, general subjects);
- consecutive interpreting (in the Court, during the business meetings);
- running a micro-enterprise.

24/11/2019 – 26/05/2020 – Dax, France

HOUSING & RELATION COORDINATOR – TERRA COMPETENCES - GROUPE ABALONE

- short-time accommodation of Polish and Romanian workers close to their interim missions in France;
- contact facilitator between foreign workers & French management;
- housing costs management;
- business meetings with French clients.

26/01/2019 – 29/08/2019 – Bezuotte, France

AREA MANAGER UK & NORDIC COUNTRIES – PBI S.A.

- prospecting;
- business trips & meeting with clients at their places;
- promoting & selling our product;
- project coordination.

28/02/2018 – 25/01/2019 – Luxembourg, Luxembourg

POLISH LANGUAGE TEACHER IN CJEU – SELF EMPLOYED

- Polish language & culture teacher at the highest levels of speciality (up to C2' CEFR level)

31/08/2013 – 30/01/2019 – Dijon, France

POLISH LANGUAGE & CULTURE TEACHER – SCIENCESPO PARIS, CAMPUS DE DIJON

- teaching the Polish language (A1-B2 levels), culture & civilisation;
- organising the events promoting Polish culture & language.

12/11/2011 – 11/05/2013 – Warsaw, Poland

AREA MANAGER ROMANIA & BULGARIA & MOLDOVA – FONDATION INSTITUTE FOR EASTERN STUDIES

- organising the discussion panels at the international conferences (Economic Forum, Energy Forum etc.);
- writing comments about news events from my area of interest;

- prospecting for new business & institutional partners in my area of interest;
- representing Institute for Eastern Studies on the conferences organised by our partners in my area of interest.

05/11/2006 – 29/09/2009 – Bucharest, Romania
DESK OFFICER – EMBASSY OF POLAND

- translating official & unofficial documents (confidential security clearance);
- interpreting official & unofficial meetings between Polish high-level officials and their counterparts;
- office secretary works.

● EDUCATION AND TRAINING

30/09/2004 – 14/09/2006 – Poznań, Poland
ROMANIAN LANGUAGE & LITERATURE STUDIES, MASTER DEGREE – Adam Mickiewicz University

EQF level 7

30/09/1998 – 20/05/2003 – Poznań, Poland
FRENCH LANGUAGE & LITERATURE STUDIES, MASTER DEGREE – Adam Mickiewicz University

EQF level 7

31/08/2020 – 13/07/2022 – Maison de l'Université, Espl. Erasme, Dijon, France
GENERAL LEGAL STUDIES DIPLOMA – University of Burgundy

25/03/2021 – CURRENT
TOEIC (LISTENING&READING) - SCORE: 930/990 – Educational Testing Service

● LANGUAGE SKILLS

Mother tongue(s): **POLISH**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
FRENCH	C2	C2	C2	C2	C2
ROMANIAN	C2	C2	C2	C2	C2
ENGLISH	C1	C1	B2	B2	B2
ITALIAN	B2	B2	B2	B2	B2

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

● **DIGITAL SKILLS**

My Digital Skills

Outlook | Microsoft Office | Social Media | Microsoft Excel | Power Point | Microsoft TEAMS | ZOOM | Microsoft Powerpoint

● **ORGANISATIONAL SKILLS**

Organisational skills

- both, creative & logical thinking;
- prioritizing;
- consistent;
- well-organised.

● **COMMUNICATION AND INTERPERSONAL SKILLS**

Communication and interpersonal skills

- open-minded;
- teamworking;
- multi-task;
- autonomous.

● **COMPÉTENCES LIÉES À L'EMPLOI**

29/08/2018 - CURRENT

Yacht skipper license
