

Name Joanna Kochanowska
Birthday 30 January 1992
Phone number +48 668 411 916
Email address kochanowska92@gmail.com



SUMMARY

Student of Japanese Studies with two years of international experience in diverse fields.

- **Translations and corrections:** Experienced Japanese-Polish-English Translator. One of the primary translators of Japanese Manga comic books into Polish. English-Polish translation assistant for Arts and Multimedia Edutainment Solutions (FLAMES) Manila, Philippines.
- **Travel, hospitality and event management experience:** Assisted in managing a 200 bed facility in Romania. Guided Japanese tourists around Warsaw. Part of the volunteer force of Korea festival, Warsaw. One of organisers of the Clean Air Concert and Clean Air Ride, Manila. Assisted NGO workers in organising various volunteer events and work camps.
- **Social work:** Worked in an orphanage in Manila. Helped in preservation of endangered species.
- **Copy writing:** Wrote numerous articles that help in search engine optimization.
- **Journalism:** Reported in Polish language from Manila about events in the Phillipines
- **Technical expertise:** HTML, Web Development, MS Office, Open Office, Wordpress.

Languages:

Polish (native), English (advanced), Japanese (advanced), German (basic), Tagalog (basic)

Other courses and qualifications:

Diving course, Open Water Diver PADI
„Animator for children”

August 2013, Philippines
September 2014, Warsaw

EDUCATION

Faculty of Japanese Studies,
Department of Oriental Studies
University of Warsaw, Poland

2011 – Present

Jan Kochanowski High School
no. 28 in Warsaw, Poland

2008 - 2011

EXPERIENCE

Waneko publishing house, Writer/Translator October 2012 - present
Warsaw, Poland

Translating Japanese Manga cartoons into Polish and making the corrections of Japanese - Polish translations, preparing materials for printing in the graphics studio, warehouse and office work.

X-Hostel, Management Assistant, Bucharest, Romania August 2013 - September 2014

Managing various day to day activities. Handling cash register, accounting, customer service.

Poland - Asia Studies Center (www.polska-azja.pl), January 2014 – July 2014
Writer, Manila, Philippines

Writing articles in Polish on current affairs in the Philippines.

CME Foreign Languages, June 2014
Arts and Multimedia Edutainment Solutions (FLAMES)
Manila, Philippines

Proofreading of Polish - English translations.

我楽王国 (Garaku Oukoku), Personal Assistant, March 2014
Hamamatsu, Japan

Personal Assistant to Akira Sano, owner of *Garaku Oukoku* Farms. Taking care of various activities related to the farm and personal life.

European Volunteer Service (EVS), European Union, May 2013 - May 2014
Volunteer in the Philippines

Endangered Wildlife Management, Administrative Assistance to Social Workers

- Preparing of publicity materials and official documents for dissemination to offices, organize booth and other collateral materials for exhibits, representing NGO on events organised by other organisations, inviting and follow - up on participants, writing reports from the events, management of an official Facebook website, assist in facilitating youth volunteer events, facilitating the learning process of other volunteers who participated in other projects (which includes translating in case of Japanese volunteers).

Events and workcamps:

1. **Agriculture, education and cultural exchange** (learning about agriculture and planting in an organic farm, conducting lessons and giving performances in local high school and primary school) , workcamp for 11 Japanese volunteers, 9 -15 September, 2013, Mindoro.

2. ***Feeding program and cultural exchange*** (preparing food and activities for children in poor areas of the city), workcamp for 14 Japanese Volunteers, 27 January - 10 February, 2014, Manila
 3. ***Feeding program and cultural exchange*** (preparing food and activities for children in poor areas of the city), workcamp for 14 Japanese Volunteers, 10 - 23 February, 2014, Manila
 4. ***Restoration after the earthquake and cultural exchange*** (repainting the destroyed building of Tarsier Foundation and a primary school), workcamp for 1 Japanese, 1 American and 10 Filipino volunteers, 7 - 29 April, 2014, Bohol
 5. ***International Coastal Clean Up (ICC)*** with 11 Polish volunteers, 23th September 2013, Manila
 6. ***Ateneo Volunteer Week Exhibit***, 10th January 2014, Manila
 7. ***A playfull talk with children on environment in Mary's Academy of Caloocan City***, 12th December 2013, Manila
Youth for Sustainable Development Assembly (YSDA), Manila
- Assist social worker in daily administrative tasks, take care of infants and small children.
Cribs Foundation (Manila)
 - Use social media to promote clean air advocacy, finding and follow-up on sponsors and participants of air events (Clean Air Concert and Clean Air Ride), organize booth and other collateral materials for exhibits, compile information into directories for convenient use.
Partnership for Clean Air (PCA), Manila
 - Tour guiding, information, education, communication campaigning, maintenance of the botanical garden and trails for the tourists.
Tarsier Foundation, Corella (Bohol)

DDOMINUS – interactive agency, SEO Copywriter,
Warsaw Poland

October 2012 – May 2013

Writing and editing short articles which include strategic key phrase placement.

“medu.pl”, Content Writer, Warsaw, Poland

January 2012 - May 2013

Assisting in creating a medical website. Tasks involved: Data classification, image selection and publicity.

Korean Culture Center, Event Organizing volunteer, Warsaw, Poland

September 2012

Helped in organizing Korea Festival in Łazienki Royal Park, Warsaw. Tasks included: Crowd management and cleanup.