

# Łukasz Tomaszewski

Nationality: Polish

Date of birth: 27 February 1986

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## Education:

-2008-2011 International and Regional Cooperation University in Wołomin,

B.A. in English Philology - Specialization: Translation

-2005-2006 Higher School of Tourism and Foreign Languages in Warsaw

-2002-2005 General High School No. IV in Wołomin

## Work experience:

December 2015/2016/2017 - Coca-Cola - Christmas Track Tour (Poland) - animator

February 2016 -May 2017 - Catering Dieta (Warsaw) - driver

February 2015-July 2015 - Vegan Pizza (Warsaw) - driver

July 2014-November 2014 - Language School Katarina Katusza (Warsaw) - secretary:

- dealing with customers
- accounting matters; invoices/adjustments; monitoring of payments
- mailing, promotional events

November 2012-April 2014 - Johnson&Johnson (Warsaw) - receptionist:

- answering and forwarding phone calls/faxes/e-mails
- sorting and distributing post; arranging couriers
- dealing with customers
- administrative works

July 2012-September 2012 - Hotel LeRegina (Warsaw) - concierge/porter

September 2011-May 2012 - Hydra Rapid (London) - technical support for events

March 2011-August 2011 - „Promoteka” Advertising Agency (Warsaw) - technical support

May 2010-March 2011 - The Nonimmigrant Visa Information Service, U.S. Embassy (Warsaw) - call center worker:

- giving informations about non-immigrant visas
- scheduling meeting with consul

November 2007-July 2009 - Hotel Radisson Blu (Warsaw) - concierge/porter

January 2007-September 2007 - Restaurant Pret A Manger (London) - seller

May 2006-December 2006 - Meliá White House Hotel (London) - porter

December 2005-May 2006 - Marriott Hotel (Warsaw) - waiter

**Additional information:**

- conscientious
- competent
- communicative
- initiative
- optimistic
- stress resistant
- able to work as a part of a team, as well as a self- reliant employee

**Skills:**

- English- advanced- written, read, spoken
- Driving licence (category B)
- Knowledge of MS Office package, Windows operating system and usage of the Internet

**Interests:**

- diet
- music
- travels
- history