

Wiktor Kostrzewski

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EXPERIENCE

Macmillan Education, London — Development Editor

Aug 2015 - PRESENT

Liaising with authors, Publisher, and Commissioning Editor to brief, commission, and edit high-quality academic English texts across a series of print and digital projects.

Macmillan Education, London — ELT Consultant

Aug 2012 - Aug 2015

Worked as part of the UK Sales and Marketing team to organize and deliver communications, presentations and client visits. Managed and organized own workload in a high-pressure environment (over 300 client contacts per year).

Bravelearning.com — Editor / Coach

Oct 2011 - Apr 2016

A self-started online project with 1.6K views per month and over 1.4K online followers. Work involved editing and publishing online content, managing and scheduling social media activity, as well as planning and publishing online courses / ebooks.

Various, UK / Poland — Translator / Translator Trainer / Editor

Oct 2006 - Jun 2011

Key achievements include: book translation projects (philosophy / ethics, including A. Linzey's *Animal Theology* ISBN 978-83-7505-534-4) and delivering news content for Poland's first 24/7 English-speaking online radio.

Various, UK / Poland — English Teacher / Director of Studies

Oct 2006 - Jul 2012

Worked individually and with teaching teams to plan and deliver English tuition to all ages and levels. Managed teaching staff on short- and long-term projects.

Education

MA, English - University of Silesia 2001 - 2006

Erasmus exchange student - York St John University 2005

Cambridge Delta (Level 7 NQF) - 2009-2012

Skills

Editing software / processes: fully proficient user of print / digital markup. Also familiar with audio and video editing.

Office / communications: experienced user (Microsoft, Open Office, iWork, Adobe)

Social media and online publishing: fully familiar with CMS platforms (Blogger, Wordpress) and publishing on social media sites

Teamwork / independent work: capable of working to agreed standards and objectives whilst organizing own workload.

LANGUAGES

Polish, English (native-like), German (intermediate, on track for advanced in 2017), Portuguese (beginner, on track for intermediate 2017)

