



BARTOSZ MAŃCZYŃSKI

MA in English Linguistics

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ABOUT ME

I have been working in translation with English, my passion, for over six years. For more than five years, I've been using my English skills to assist clients in resolving their IT hardware issues. I envision my future tied closely to the English language. I believe my skills and experience will make me a valuable, enthusiastic addition to your company.

EDUCATION

Higher School of Vocational Education in Wrocław

Postgraduate Studies for **Sworn Translator Candidates**

2024 - 2025

Samuel Bogumił Linde College of Modern Languages in Poznań

English philology, MA,
Audiovisual Translation (AVT) specialty

2020 - 2022

Kujawy and Pomorze University in Bydgoszcz

English philology, BA, Business Translation specialty

2016 - 2019

SKILLS

- Computer proficiency (O365, Windows 7/8/10/11/Server)
- Copywriting (editing, proofreading, translation)
- Web and graphic design
- Assembly and repair of IT equipment
- WordPress platform proficiency
- Graphics and AI tools proficiency (Canva, Adobe Express, Photoshop, GIMP, Firefly, ChatGPT)

LANGUAGES

- Polish (Native)
- English C2
- French A2
- Spanish A2

INTERESTS

Languages Photography Traveling

WORK EXPERIENCE

Digital Media Marketing

March - June 2025

Vocational skills course under the WorkOn 7.2 project

- Market research, competition analysis, definition of target groups, needs and communication with the customer
- Branding, preparation and verification of the marketing strategy
- SEM optimisation and positioning (including SEO), Link building, operation of Google Ads, Facebook Ads and other platforms, website design and development

Customer Support Engineer

July 2021 - December 2024

Atos Poland

- Professional written and phone support, resolving issues. - Effective incident and case management using ServiceNow.
- Comprehensive management of Windows infrastructures (7/8/10/11 and Windows Server: Active Directory, file servers, user permissions, GPO).
- Expert advice and troubleshooting for LAN networks.
- Support and issue resolution for M365 Suite.
- NHS Mail 2.0 system administration as a Local Admin. - Installation, support, and troubleshooting for various applications.

Copywriter / Translator

July 2019 - Present

Freelance

- **SEO Copywriting:** Creating content optimized for search engines that attract and engage audiences.
- **Content Writing:** Writing high-quality articles, blogs, and other materials to inform and inspire.
- **Copywriting:** Crafting creative advertising copy to effectively promote products and services.
- **Editing:** Professional editing to make texts clear and persuasive.
- **Proofreading:** Accurate language and stylistic error correction to ensure top-quality content.
- **Translation:** Precise translation between English and Polish, maintaining context and style.
- **News Editor for Technostrefa.com:** Published engaging and visually appealing content on gaming, IT, and new technologies.

English Tutor

January - December 2020

Wielkopolska Academy of Science and Development

- English language classes for teenagers and adults (online and in person)

Customer Support Agent

January - April 2021

Bolt London

- Professional written and phone support, resolving issues. - Effective incident and case management for Taxi drivers and customers (in English)

GDPR

I hereby consent to the processing of my personal data for the purposes necessary to carry out the recruitment process in accordance with the Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27, 2016, on the protection of individuals with regard to the processing of personal data and on the free movement of such data, repealing Directive 95/46/EC (GDPR).