
ANNA KOWALSKA

anna.kowalska@example.com • +48 601 123 456 • linkedin.com/in/annakowalska • Warsaw, Poland

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Dear Northgate Learning team,

Running complex educational operations with hard deadlines and tight budgets requires the same proactive risk management needed to keep corporate training projects on track.

As Head of English Department at Zespół Szkół nr 12, I managed annual budgets of €45k, coordinated schedules for 9 teachers and 400+ students, and served as the central point of contact for external officials and parents. When leading the school's digital exam overhaul, I managed vendor selection and staff training to deliver the project one month ahead of deadline. Managing international programs for 120 students across three countries required constant logistics tracking and clear communication under pressure—skills I recently formalized by earning my CAPM certification while working full-time.

At Northgate, I will focus on establishing clear scheduling and communication cadences across your 4–6 concurrent client projects, keeping client leads informed and logistics entirely drama-free.

Kind regards,
Anna Kowalska