
ANNA KOWALSKA

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PROFILE

Former head of English department with six years of experience running schedules, budgets, and people in a 40-teacher school. Moving into corporate project coordination because the work I loved most was the coordination, not the classroom.

EXPERIENCE

Head of English Department

ZESPÓŁ SZKÓŁ NR 12, WARSAW

2021 — 2026

- Coordinated timetables, budgets (€45k/year), and exam logistics for 9 teachers and 400+ students
- Led the school's transition to digital exams: project plan, vendor selection, staff training — delivered one month early
- Primary contact for parents, district officials, and external examiners; resolved scheduling conflicts weekly

English Teacher

ZESPÓŁ SZKÓŁ NR 12, WARSAW

2019 — 2021

- Taught 25 classes per week; designed the school's first standardized assessment rubric
- Organized two international exchange programs (120 students, 3 countries, zero incidents)

EDUCATION

M.A. English Philology

UNIVERSITY OF WARSAW

2014 — 2019

CAPM (Certified Associate in Project Management)

PMI

2025

Completed alongside full-time work to formalize the transition

SKILLS

Coordination: Scheduling, budgeting, vendor management, stakeholder communication

Tools: Excel/Sheets (advanced), MS Project, Trello, Notion

Languages: Polish (native), English (C2)