

KINGA RAPACKA

Technical Writer

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[GitHub Portfolio](#)
[LinkedIn](#)
Silesia, Poland

Detail-oriented and driven professional transitioning from a teaching background to technical writing, bringing strong communication skills, adaptability, and a passion for clear, structured content. Experienced in managing projects, collaborating with teams, and engaging diverse audiences. Currently focused on honing technical writing skills and staying updated on new technologies and web design trends.

Experience

- 2022 - present

Foundation President
Adeodat Foundation
 - Developing and leading the Foundation’s mission and goals
 - Representing the Foundation, managing partnerships, and collaborating with external stakeholders
 - Creating and coordinating foundation projects, and ensuring effective execution
- 2019 - present

Teacher
Czeladź Primary School No. 2
 - Creating a positive, productive learning environment and managing student behavior
 - Keeping skills and knowledge current through ongoing education and training
 - Organizing charity events and coordinating student projects – such as the “Equal Despite Differences” project for volunteers in 2022–2023.
 - Received the Principal’s Award three years in a row (2021–2023)
- 2022 - 2023

Board Assistant
MO40 Sp. Z o.o.
 - Supporting specialist activities
 - Creating, organizing, and maintaining documents, reports, and presentations
 - Providing graphic and web design support for presentations, reports, and online content
- 2018 - 2019

Teacher
Łazy Primary School No. 1
 - Leading the school’s Caritas charity club
 - Focusing on teacher’s certification
 - Leading an ecology project (*Laudato Si*) financed by Caritas Poland’s grant
- 2010 - 2018

Teacher
Warsaw Integration School Complex No. 71
 - Utilizing specialized materials and assistive technologies to support learning for children with varying abilities
 - Working closely with therapists, counselors, and other specialists to address students’ unique needs
- 2012 - 2017

University Instructor
Institute of Media and Journalism Education
Cardinal Stefan Wyszyński University
 - Conducting research, publishing findings, and staying current in the field
 - Developing course syllabi, materials, and assessments to meet academic standards
 - Guiding students on academic, research, and career-related matters

Software/Tools

- Programming languages:**
- HTML
 - XML
 - CSS
 - Markdown
 - DITA
- Software:**
- Google Gemini
 - GitHub
 - Oxygen
 - Snagit
 - Confluence
 - MadCap Flare
 - Jira
 - VS Code
 - Just The Docs
- Other:**
- Canva
 - MS Office Suite
 - MS Teams

Expertise

Generative AI knowledge & prompt design strategies
Technical writing
Documentation creation
Content development
Graphic design
Project management (Scrum, Agile)
Stakeholder management
Critical thinking
Orientation for detail

Languages

Polish (Native)
English (Advanced)
German (Beginner)
Russian (Beginner)
Textual knowledge of four more foreign languages

- 2012 - 2017

Teacher

Youth Sociotherapy Center No 6. in Warsaw

- Supporting learning for children with varying abilities
 - Creating a positive, productive learning environment and managing student behavior
- 2008 - 2010

Reporter & Screenwriter

Student Web TV TVPW

- Writing engaging scripts for video segments, news reports, and special features
 - Overseeing and coordinating reports from original authors to ensure quality and coherence
 - Organizing and conducting interviews with guests, experts, and other relevant individuals
 - Supporting promotional and informational efforts to build the web TV's audience and brand
- 2009

Intern

TVP Sport

- Reviewing and editing text for the station's website to ensure accuracy and alignment with brand voice
 - Creating visuals and graphics for the website to enhance content and engage viewers
 - Assisting with the content management system (CMS) by uploading, organizing, and maintaining online content

Education

- 2023 - 2024

Technical Communication

Postgraduate studies

Vistula Academy of Finance and Business
- 2010 - 2015

Biblical Studies

PhD

Cardinal Stefan Wyszyński University
- 2007 - 2010

Media and Journalism Education

Master's Degree

Cardinal Stefan Wyszyński University
- 2005 - 2010

Theology

Master's Degree

Cardinal Stefan Wyszyński University

Courses & Certificates

- Nov 2024

Generative AI

Santander Open Academy/MIT Professional Education
- Sep 2024

Scrum Basics - Agile Project Management

Santander Open Academy
- Sep 2024

Google: Artificial intelligence and productivity

Santander Open Academy/Google

[See full courses & certificates portfolio here](#)