

# KINGA RAPACKA

## Technical Writer

+48 513 046 021  
[kinga.klosek@gmail.com](mailto:kinga.klosek@gmail.com)  
[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

- 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 - 2025

**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
- 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

Mar 2025 **Artificial Intelligence (AI) for Everyone 2025**

Santander Open Academy/ Lodz University of Technology

Mar 2025 **Using AI Business Development**

Google/SGH Warsaw School of Economics

Sep 2024 **Google AI Essentials**

Coursera

Feb 2025 **Effective Business Writing**

Santander Open Academy

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](#)

I hereby give my consent for my personal data included in my application to be processed for the purposes of the recruitment process.