

Mateusz Marek

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Personal Profile

A dedicated and target driven individual willing to put into practice existing skills whilst looking forward to gaining new ones. Extensive experience in essay writing and completing research projects. Calm and pragmatic with unique organisational skills and comprehension of the English language necessary to undertake longform written work. Creative and independent thinker.

Core Skills

- Organisational skills, including self-management and ability to meet deadlines
- Creativity to produce stand-out work
- Communication skills
- Problem-solving and thinking on the spot
- Ability to conduct in-depth research and analysis with attention to detail

Career Summary

2020 – Administrative Assistant at Marek Transport Services LTD

Outline

Helping with the administrative side of a small family business.

Key Responsibilities

- Translating and interpreting documents
- Responsibility for communication with business partners

2020 – Marketing Copywriter Intern at Flytinary

Outline

Assisting in campaigns for both content and marketing strategy.

Key Responsibilities

- Input in Marketing campaigns
- Producing reports with written content suggestions to be approved by the line manager
- Working within a team and taking the lead where necessary

2018 – Food production at Stafforce Lincoln

Outline

Ensuring the food produced in the factory is up to standards.

Key Responsibilities

- Working as part of a team to ensure that food production occurs smoothly
- Careful examination of the food produced to ensure it meets hygiene and health and safety standards

2017 – 6+6 Revision Coach at Lincoln Christ's Hospital School

Outline

Providing weekend coaching in the subjects of my expertise for students preparing for their GCSE examinations.

Key Responsibilities

- Working closely with two heads of subject to provide useful general study tips for students
- Identifying and addressing the academic needs of students to effectively prepare them for taking their GCSE examinations
- Giving students advice based on personal experience of revision and preparation for GCSE examinations

2015 – BT Openreach Contractor Work Experience Placement

Outline

A short work placement assisting Openreach contractors in their daily work.

Key Responsibilities

- Replacing faulty cables
- Putting up utility posts
- Installing internet and telephone lines

Education

University of Glasgow:

Currently studying MA (Hons) History and Sociology (2017-21)

Honours modules completed:

Myths, Fictions of Alexander – A5

Religion in Ancient Greece – B3

Poland and its Neighbours – B1

Cosmology, Culture and Belief – B1

Quantitative Methods – B2

Digital Society – A4

Lincoln Christ's Hospital School:

A-Level Sociology - Grade A - (August 2017)

A-Level Polish - Grade A - (August 2017)

A-Level History - Grade B - (August 2017)

A-Level Philosophy - Grade C - (August 2017)

Business Studies Level 2 – Grade Merit (August 2016)

12 GCSEs Grades A* to C (including English and Maths) - (August 2015)

Hobbies and Interests

My interest in digital society sparked my involvement with the Glasgow University Sociology Society which I have been a part of since 2017 and I am currently a Social Media Administrator of as well as having been treasurer for four semesters previously. My experience of running the GUSS Facebook page has taught me a significant amount about maintaining professionalism when answering messages directed to the society as well as an understanding of the Facebook analytics service. I am intent on pursuing a career in Marketing and hope to work towards that upon graduation.

My favourite hobby is playing guitar and writing songs and I use music as my cathartic release. I am the vocalist, guitarist, and main creative force behind my band who I record in the studio with on a monthly basis.

References available upon request