

# Jakub Andrzej Pustułka

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## PROFILE SUMMARY

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Motivated and detail-oriented aspiring Polish–English translator with strong bilingual communication skills developed through teaching, academic leadership, and customer-facing roles. My experience supporting Polish and international students, preparing clear written materials, and explaining complex information in accessible ways has built a strong foundation for high-quality translation work. I bring excellent organisational skills, cultural awareness, and a commitment to accuracy, clarity, and professionalism. Eager to apply my language strengths to translation projects and grow within the field.

## EDUCATION

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**Bachelors – MH101 – Major Geography and History**  
*Maynooth University, National University of Ireland*

May 2023 – September 2027

**Leaving Certificate – 400 points**

*Ardscoil Na Tríonoide, Athy, County Kildare*

Grade: Polish, English, Gaeilge, Business, Geography, History, Economics, Mathematics

## PROFESSIONAL EXPERIENCE

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**Maynooth Students Union – Arts&Humanities Faculty Convenor**

September 2025 – Present

- Supported the marketing team in developing and implementing marketing campaigns for clients.
- Assisted in creating content for social media platforms, email newsletters, and promotional materials.
- Conducted market research and analysis to identify target demographics and consumer preferences.

**Preply– Nauczyciel Języka Angielskiego/ English Teacher**

March 2025 – Present

- Delivered personalised English lessons to Polish-speaking learners, frequently translating grammar explanations, vocabulary, and reading materials between Polish and English.
- Developed bilingual learning plans and reference guides to support student comprehension, demonstrating strong written translation skills.
- Adapted English-language texts for Polish learners, ensuring linguistic accuracy while maintaining the original meaning and tone.
- Collaborated with other tutors to refine techniques for cross-language communication, further strengthening my translation proficiency.

**MU Geography Society–Events Officer**

September 2025 – Present

- Created promotional materials and event descriptions in both English and Polish, ensuring precision, clarity, and cultural appropriateness.
- Managed correspondence with external partners, refining my ability to translate geographic and academic terminology into accessible language.
- Assisted international participants by offering on-the-spot interpretation during events and workshops.

**MU Historical Society–President/Auditor**

September 2025 – Present

- Led a student organisation of 100+ members, overseeing strategic planning, project delivery, and overall society governance.
- Coordinated large-scale academic and social events, boosting member engagement and ensuring smooth execution from planning to delivery.
- Managed budgeting, sponsorship outreach, and collaborations with university departments to support society initiatives.
- Fostered an inclusive, supportive community by encouraging participation, delegating tasks effectively, and mentoring committee members.

- Strengthened the society's public presence through organised communication, successful promotions, and long-term development initiatives.

### **MU Historical Society– Secretary**

September 2024 – May 2025

- Enhanced society operations by maintaining clear and well-structured documentation, including meeting minutes, reports, and event records.
- Streamlined internal communication processes, ensuring all committee members had timely access to relevant information.
- Coordinated event logistics such as scheduling, room bookings, academic speaker communication, and accessibility arrangements.
- Ensured compliance with university policies, data protection standards, and safety requirements.
- Contributed to smoother committee workflows through consistent organisation, reliability, and proactive problem-solving.

### **Camp Good Earth Village– Camp Counselor**

June 2025 – August 2025

- Supervised and supported groups of children and teenagers, ensuring their safety, wellbeing, and full participation in daily activities.
- Planned and led engaging educational and recreational programmes, fostering teamwork, creativity, and confidence among campers.
- Responded calmly and effectively to unexpected situations, demonstrating strong problem-solving and decision-making abilities.
- Built positive relationships with campers, parents, and staff through clear communication and a supportive approach.
- Collaborated with a diverse team of counselors to deliver a memorable and inclusive camp experience.

### **Gala/Emo– Secretary**

June 2022 – October 2023

- Delivered friendly and efficient customer service in a fast-paced retail environment, consistently maintaining high customer satisfaction.
- Operated tills, handled cash accurately, and followed store procedures to ensure smooth daily operations.
- Managed stock rotation, merchandising, and shelf presentation, helping maintain an organised and appealing store layout.
- Assisted with inventory checks and replenishment, contributing to improved stock accuracy and availability.
- Demonstrated reliability, adaptability, and strong work ethic through consistent performance and teamwork.

### **Aldi Ireland– Sales Assistant**

October 2023 – Present

- Provided customer assistance to Polish-speaking customers by translating product information, store policies, and safety instructions.
- Supported internal communication by helping colleagues understand Polish-language queries and documents, enhancing workplace inclusivity.
- Gained experience in translating practical, fast-paced, real-world communication with precision and clarity.

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## **Certificates**

### **Leaving Certificate**

- Polish, English, Gaeilge, Business, Geography, History, Economics, Mathematics – Grade: 400 points

### **Preply Academy**

- How to teach a Language – Grade:100%

### **TEFL Institute of Ireland – Teach English as a foreign Language**

- In progress

### **TRANSLIT PRO**

- Interpreting skills for Beginners – Grade: Completed

### **TRANSLIT PRO**

- TRANSLIT RSI- interpreter Training: Grade: Completed

### **TRANSLIT PRO**

- Introduction to Remote Interpreting Skills: Grade Completed

### **TRANSLIT PRO**

- Introduction to Community Interpreting: Grade Completed

### **TRANSLIT PRO**

- Memory Triggers and Note-Taking Techniques for Interpreters

### **American Heart Association**

- Heartsaver Total – Heartsaver – First Aid

### **Skills**

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#### **Languages**

- Polish – Native – C2
- English – Native – C2
- Russian – A1

#### **Driving Licence**

- B1 license

### **Hobbies**

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#### **American Kempo – Martial Arts**

- Junior Brown Belt

#### **Brazilian Jujitsu**

- White Belt

#### **Rugby**

- Athy Rugby Club