

Anna Krzysztof

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Profile: I am an energetic, highly organized person and have been involved in the creative industries for years as an event and exhibition organizer and coordinator. I possess both practical and theoretical knowledge of the subjects of art, PR, events and marketing. I would like to use my existing skills and experience in a progressive and challenging company where I can both contribute and develop further.

Professional experience

VERVE, London Jan 2011 – present

• **Community Manager** – online community management for Orange Better Together – managing the online portal, writing and distributing newsletters, creating and producing engaging online activities, project management. In addition to that, my duties at VERVE include the role of marketing assistant – developing and coordinating social media campaigns, copywriting & assisting Proposition Development Director

Research Now Ltd, London Feb 2010 – Jan 2011

• **Marketing Assistant** – working with the marketing team on: preparing sales materials, proofreading, writing client newsletters, sourcing global promotional materials, creating invites, liaising with suppliers, organising conferences, administration assisting the global VP of marketing in the company's rebranding project
• **Online Panel Support Executive** – liaising with the online panel members, providing customer service and support

Euro London Appointments, London Jun 2010 – present

Event Crew Assistant – supervising the events crew and maintaining a high standard of customer service during various events in London Olympia and Excel House

AnnaEvents, London and overseas Aug 2008 – present

PR and Event Consultant – my own freelance company. Consulting with clients on the subjects of PR, event management and show coordination. Organising and managing artistic, travel and creative projects

Measure, London Aug 2008 – Dec 2009

Event coordination and art management – liaising with artists, galleries and art organizations, recruiting volunteers, coordinating previews and opening nights and assisting the directors in various administrative duties

Cox Workshops, London Mar 2007 – Nov 2009

Antique restoration workshop assistant – antiques restoration which included all kinds of metal and glass work

Giardino Galerie, Berg, Holland Feb 2007

Exhibition organization – preparation of exposition and documentation, translation/interpretation for sculptor Bronislaw Krzysztof

Queen's Head and Artichoke, London Sep 2006 – Feb 2007

Waitress, barmaid – dealing with customers, organizing parties and dinners

Arndean Gallery, London Nov – Dec 2005

Exhibition coordinator – private view organisation, office work, translation

MasterArt Company, Bielsko-Biala, Poland 2002 – 2006

PA to general manager - office work, translation



Education

London College of Communication, University of the Arts, London	Sep 2007 – Jun 2010
BA Public Relations with Media and Cultural Studies	
Main units:	
- Marketing Concepts	
- Resource Management (Human and Finances)	
- Communications for PR	
- Competitive Environment	
- Formations of Culture	
- Web Media Production	
- Current Trends and Future of PR	
Jagiellonian University, Krakow, Poland	2005 – 2006
First Year of MA History of Art	
Secondary School in Bielsko-Biala, Poland	2002 – 2005
Polish Equivalent of A Levels	May 2005

Courses

Shane Global Language School, Bond Street, London	Jan 2010 – Mar 2010
French Language Course - intermediate	
Cactus School, Highgate, London	Mar – Jun 2007
French Language Course - pre-intermediate	
IELTS – International English Language Testing System	Oct 2006
Cambridge University Certificate – 7.5 out of 10	
Bielsko-Biala, Poland	1998 – 2005
French/German/English Language Courses – private tuition	

Other Skills

Knowledge of Languages:

Polish – native speaker

English – fluent

French – intermediate

German – basic

Computer Skills:

Fluent computer user working efficiently and quickly in digital workflows (both on Windows/Mac)

Software skills: MS Office, design software (Photoshop, Illustrator, Acrobat), Internet, social media

Driving Licence:

B Category

Interests:

Arts, live music, travelling, cooking, sports, horse riding

Personal Skills:

Responsible, determined, punctual, hard-working, communicative, team player

