

EUROPEAN
CURRICULUM VITAE
FORMAT



PERSONAL INFORMATION

Name **IGNACZAK, AGNIESZKA**
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Nationality Polish
Date of birth 20.04.1981

WORK EXPERIENCE

- Dates October – December 2004
- Name and address of employer Office of MUDr. Zuzana Roithova, Czech MEP; European Parliament Bât. Altiero Spinelli 03F365 60, rue Wiertz / Wiertzstraat 60, B-1047 Bruxelles/Brussel
- Type of business or sector European Institutions
- Occupation or position held Interning Assistant
- Main activities and responsibilities Research, draft documents for committee/plenary work; assistance in agenda setting; following committee work; general office duties

- Dates August – December 2003
- Name and address of employer Office of the Registrar, The American University of Paris, 31 Ave. Bosquet, 75007 Paris, France
- Type of business or sector Legal Services
- Occupation or position held Student Assistant in the Residence Permit Office
- Main activities and responsibilities Provided support for new students; handled confidential information and documents in French, assisted in office work

- Dates September 2002 – May 2003
- Name and address of employer Program Office, International House Berkeley, 2299 Piedmont Ave., Berkeley, CA 97420, USA
- Type of business or sector Event Management and Human Resources
- Occupation or position held Program Coordinator
- Main activities and responsibilities Responsible for organizing Spring Festival 2003, attracting ca.4000 visitors
Liaison with the consulates, responsible for outreach and human resources

- Dates January 2001 – May 2002

- Name and address of employer
 - Type of business or sector
 - Occupation or position held
 - Main activities and responsibilities

International Affairs Department, The American University of Paris
 Academic support and Event Management
 Student Assistant to Chair of the Department
 Organized two-day international academic conference at the French Senate for 300 guests

EDUCATION AND TRAINING

- Dates
 - September 2004 – September 2005 (expected graduation date)
- Name and type of organisation providing education and training
 - Katholieke Universiteit Leuven
 - Institute of European Politics and Policies
- Principal subjects/occupational skills covered
 - Politics of European Integration, Managerial Aspects of European Integration, Comparative European Public Policy
- Title of qualification awarded
 - M.A. in European Politics and Policies (expected in 2005)

- Dates
 - 2003-2004
 - 2000-2002
- Name and type of organisation providing education and training
 - The American University of Paris (AUP)
- Principal subjects/occupational skills covered
 - European Security, The Question of Europe, EU Enlargement, Political Analysis, Political Economy of Developing Countries, Development Seminar, International Trade
- Title of qualification awarded
 - 2 Bachelor of Arts in International Affairs(Hons) and International Economics, *summa cum laude*

- Dates
 - 2002-2003
- Name and type of organisation providing education and training
 - University of California at Berkeley
- Principal subjects/occupational skills covered
 - Human Rights, Nonviolence, International Conflict, Economic Development
- Title of qualification awarded
 - Transitions to Democracy, Multicultural Europe
 - Academic Exchange – Year Abroad

PERSONAL SKILLS AND COMPETENCES

MOTHER TONGUE

POLISH

OTHER LANGUAGES

- Reading skills
- Writing skills
- Verbal skills

ENGLISH (CERTIFICATE OF PROFICIENCY IN ENGLISH 1999)

EXCELLENT
 EXCELLENT
 EXCELLENT

- Reading skills
- Writing skills
- Verbal skills

FRENCH (DIPLOME APPROFONDI DE LANGUE FRANÇAIS 2004)

EXCELLENT
 VERY GOOD
 EXCELLENT

- Reading skills
- Writing skills
- Verbal skills

GERMAN

GOOD
 GOOD
 VERY GOOD

	DUTCH
• Reading skills	BASIC
• Writing skills	BASIC
• Verbal skills	BASIC
SOCIAL SKILLS AND COMPETENCES	<ul style="list-style-type: none"> - Team work: experience ranges from working in multicultural team preparing Spring Festival in Berkeley, through group negotiation simulations, to academic group projects - Intercultural skills: studying and living abroad in France, USA, and Belgium helped me understand cultural differences, value my own culture and easily adapt to new conditions - Mediating skills: the issues of intra- and inter-cultural dialogue were included in education and practiced in several roles: as manager, organizer of simulation or team member
ORGANISATIONAL SKILLS AND COMPETENCES	<ul style="list-style-type: none"> - As the Manager of Publications at AUP, I planned bi-weekly meetings of all editors, scheduled deadlines, communicated with university administration and outside parties, drafted budget, and represented Publications in the Student Senate - As the Co-president of the Debate Society at AUP, I collaborated with top French graduate schools in Paris, drafted budget, planned meetings, and publicized activities on campus
TECHNICAL SKILLS AND COMPETENCES	User knowledge of Windows 2000 and XP, Word, Excel, Outlook, PowerPoint, Netscape and Internet Explorer, Adobe Acrobat, Image-editing applications, Media Applications
OTHER SKILLS AND COMPETENCES	<ul style="list-style-type: none"> - Public Speaking: 4 years of experience in Model United Nations Simulations (Best Delegate Award at World MUN 2004) and British Parliamentary Debate - Presentation Skills: McKinsey Case Study Competition, Berkeley, Spring 2003 - Participation in the 4th International Youth Leadership Conference in Prague Jan. 2003