

PAWEŁ BILINSKI

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Objective Obtain position in World Bank Young Professional Program in area of social sciences.

Education

2004 **Hunter College, City University of New York, USA**
MA in Anthropology

2003 **Polish Open University, Krakow, Poland**
Certificate in database management and web design.

2001 **Warsaw University, Warsaw, Poland**
MA in Sociology

1999 **Warsaw University, Warsaw, Poland**
BA in Sociology

Experience

Jan. '03 – Present **Freelance Web Designer, NY**

- Preparing layouts and designing web sites for several private clients and companies using Java Script, DreamWorks, Macromedia Dream weaver, Macromedia Flash/Swish and HTML

Jan. '03 – March'03 **Certified Home Health Agency, St. James Hospital, Queens, NY – Office Assistant**

- Prepared briefing materials, daily events coverage, and summaries.
- Responsible for customer care, filing, billing, data entry and office supplies.

Summer 2002 **Netstrada Internet Provider, Krakow, Poland – Project Manager**

- Participated in coordination of new projects and solutions developed in different departments.
- Maintained correspondence with company headquarters in Warsaw.
- Supervised day-to-day services of the company's customer section.

1998 – 1999 **Bank Pekao SA, Warsaw, Poland – Translator, Project Manager Assistant**

- Translated, researched, and synthesized various documents for credit analyses.
- Assisted in preparing new corporate credit proposals for major international companies in Poland such as International Paper, Lufthansa and Unilever.
- Managed archives essential for the credit department for over a hundred credit accounts of major international corporations.

Languages Fluent in Polish, English and French, proficient in Russian, basic knowledge of Arabic.

Skills/Others Proficient in MS-Windows '98/ XP; MS-Office: Word, Excel and Power Point, Access; Open Office; Star Office; Adobe Photoshop 6.0; Adobe Photoshop 7.0; Macromedia Dream Weaver; Macromedia Flash/Swish; JavaScript; HTML; working knowledge of UNIX (FreeBSD)/Linux systems (Debian Linux)

References Available upon request