

PROFILE

Dynamic and creative professional with a strong background in customer service and office management, seeking to leverage extensive communication, project management, and problem-solving skills in the game development sector as a game writer or narrative designer. Fluent in both Polish and English, with a keen interest in storytelling and a passion for creating immersive narrative experiences. Proficient in various software tools, including Microsoft Office, Google Workspace, Adobe Photoshop, and InDesign. Eager to bring a unique perspective to game narratives, character development, and world-building, with a commitment to learning and adapting to new challenges in the dynamic field of game design.

LANGUAGES

POLISH  native speaker

ENGLISH  proficient

RUSSIAN  beginner

SKILLS

- Creative writing, editing, proofreading
- Storytelling, character creation, world building
- Bilingual Communication/Translation Abilities
- Microsoft Office & Google Workspace
- Strong Communication Skills
- Team Collaboration
- Problem-Solving & Critical Thinking
- Adaptability & Continuous Learning

INTERESTS

Performance and artistic work in fandom and popular culture

Creative writing

Fantasy & SF literature

Film and video game music

Hand embroidery and cross stitching

Aleks Kozłowska

 609 059 560  aleksandra.mag@gmail.com

 meltingliminality.wordpress.com (Portfolio)

EXPERIENCES

MAGRA Enterprise | June 2015 - Present

Office Assistant & Customer Specialist

- Provided comprehensive customer support via telephone and internet, ensuring high satisfaction levels.
- Handled all office correspondence, including email and mail via courier services and Polish Post, ensuring effective communication channels.
- Facilitated bilingual communication, translating emails and conversations between Polish and English to support international collaboration and customer service.
- Prepared and processed invoices, executed orders, and managed inventory to ensure timely delivery of services.

EDUCATION

THE UNIVERSITY OF HELSINKI

Erasmus scholarship  September - December 2014

ADAM MICKIEWICZ UNIVERISTY in Poznań

Bachelor studies  Eastern-European and post-USSR Studies
October 2012 - June 2015

Master of Arts in Cultural Studies  October 2010 - June 2012

Bachelor of Arts in Cultural Studies  Specialization: Theatre and Performance  October 2007 - June 2010

COURSES

Świat moimi słowami: Warsztat twórczego pisania (creative writing workshops)

The Open University at The University of Warsaw, 2020/2021

O krok dalej. Pomysł na twórcze pisanie (a continuation of the creative writing workshops)

The Open University at The University of Warsaw, 2021/2022

Narrative Designer

SKVOT, Oct 2023 - Jan 2024