

PERSONAL INFORMATION

Name **DANIEL MATEUSZ SKUZA**
Address **492 WHITTON AVENUE WEST,
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UNITED KINGDOM**
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Nationality **Polish**

Date of birth **15/10/1990**



WORK EXPERIENCE

- Dates 12/09 TO 05/12
- Name and address of employer PZU Center of Operations, 18a Postepu Street, 02-676 Warsaw
- Type of business or sector Administration
- Occupation or position held **Data entry operator/controller (from 06/11)**
 - Main activities and responsibilities Controlling documents in the database
Verifying documents in the database
Scanning of documents
- Dates 08/11 TO 10/11
- Name and address of employer The Children's Memorial Health Institute, Commercial Department
Avenue Dzieci Polskich 20, 04-730 Warszawa
- Type of business or sector Health service
- Occupation or position held Trainee
 - Main activities and responsibilities Preparing the enquiries
Instituting the procedure of public procurement
Contacting with the contractors
- Dates 10/10 TO 06/11
- Name and address of employer The Helsinki Foundation for Human Rights,
Legal Information Clinic, 11 Zgody Street, 00-018 Warsaw
- Type of business or sector Law
- Occupation or position held Trainee
 - Main activities and responsibilities Participating in the lectures organized by the Foundation
Preparing of the memorandums related to property law
Preparing of written advice for clients of the Clinic
Studying the cases of the clients
- Dates 02/12 TO 04/12
- Name and address of employer State Treasury Solicitors' Office, 76/78 Hoza Street, 00-682 Warsaw

- Type of business or sector Law
- Occupation or position held Trainee
 - Main activities and responsibilities
 - Preparing project of pleadings
 - Studying the cases solicited by the Office
 - Cooperating with institution represented by the Office

- Dates 10/09 TO 01/10
- Name and address of employer The Helsinki Foundation for Human Rights,
11 Zgody Street, 00-018 Warsaw
- Type of business or sector Administration
- Occupation or position held Trainee
 - Main activities and responsibilities
 - Prepares and processes correspondence
 - Arranges meetings
 - Updating database

EDUCATION AND TRAINING

- Dates 10/09 TO PRESENT (**dean leave from 09/12**)
- Name and type of organization providing education and training University of Warsaw
 - Principal subjects/occupational Law
- Title of qualification awarded Master Degree

- Dates 09/06 TO 05/09
- Name and type of organization providing education and training Tadeusz Kosciuszko High School in Toruń

PERSONAL SKILLS AND COMPETENCES

MOTHER TONGUE **POLISH**

OTHER LANGUAGES

Self-assessment

ENGLISH

GERMAN

FRENCH

Understanding		Speaking		Writing
Listening	Reading	Spoken interaction	Spoken production	
C1 proficient user	C1 proficient user	C1 proficient user	C1 proficient user	C1 proficient user
A1 Basic user	A2 Basic user	A2 Basic user	A1 Basic user	A1 Basic user
A2 Basic user	B1 Basic user	A2 Basic user	A2 Basic user	B1 Basic user

SKILLS AND COMPETENCES	<ul style="list-style-type: none"> -Touch typing -Ability to work in Windows and Linux (OpenSuse) environment -Ability to use Microsoft Office (Word, Excel, PowerPoint) -Ability to use office equipment (Fax, scanner, photocopier, printer etc)
DRIVING LICENCE(S)	Full/Clean