



Curriculum Vitae

Personal details:

Daniel Kasztura

born 25.02.1974 in Cieszyn, Poland
carried to the reserve (military service)

Address:

4E/6 Osiedlowa street
43-246 Strumien
Poland
telephone +48 790 250 274
email: dano@onet.pl

Education:

- 1994-1999 Polytechnic of Łódź Branch in Bielsko-Biala,
faculty of Organization and Management in Motor Industry,
major: Management and Marketing.
Master of Science in Management,
Mark obtained in degree: 4
- 1989-1994 Technical College in Cieszynie, electronic technician.
A-levels passed with average of 4,7

Professional Experience:

01.09.2021-
currently TOWER SCHOOL OF ENGLISH IN ZORY POLAND

Leading school of English in the south region of Poland, 20 years of experience on the market.
Positions: ENGLISH LECTOR & LANGUAGE TRAINING SPECIALIST;
working on full-time contract, teaching English language to children, teenagers and adults,
one-on-one or groups, online lessons and face to face activities. Working as Training Specialist,
to train other lectors how to teach English language efficiently.

08.03.2021-
31.08.2021 URZAD MIEJSKI IN CIESZYN POLAND
(TOWN HALL IN CIESZYN)

Position: ADMINISTRATIVE AND TECHNICAL INSPECTOR;
Work as an inspector in Organizational Department of the Town Hall dealing with renovation
and construction tasks of the company. In this position, dealing with all administrative
and technical stuff in the Town Hall.

01.09.2014-
07.02.2021 CARE BY US LTD GREAT BRITAIN

One of the biggest British companies in care industry with 12-year experience on the market.
Position: SPECIALIST CARE AT HOME;
this position is the head project in the company. Specialist Care at Home deals with helping
and supporting the patients who struggle with dementia in their own homes.

01.11.2001-
31.08.2013 ZAKLAD BUDYNKOW MIEJSKICH IN CIESZYN POLAND (ZBM)
(INSTITUTE OF URBAN'S BUILDINGS)

Budget institute – field of Office of Town dealing with managing council buildings
in Cieszyn;
Position: MANAGER IN ADMINISTRATION OF RESIDENTIAL BUILDINGS No. 1
(downtown region);
responsible for managing and direct supervising administrative workers (4 persons)
and blue-collar workers (10 persons), commissioning building firms to do the work for ZBM
and co-operating with them, also co-operating with different departments' Managers of ZBM
in order to co-ordinate the work of ZBM

01.08.2001-
31.10.2001 ZAKLAD BUDYNKOW MIEJSKICH IN CIESZYN POLAND (ZBM)
(INSTITUTE OF URBAN'S BUILDINGS)

Position: TECHNICAL INSPECTOR in ADMINISTRATION OF RESIDENTIAL
BUILDINGS No. 1;
supervising the foreman and blue-collar workers (10 persons), establishing the range of work
for subordinate staff and outside firms by making commissions and contracts on the basis
of current needs and plans

01.03.2001-

31.05.2001 „DGG DYSTRYBUCJA” Department in Gliwice POLAND

The company sells aluminium and plastic windows (production plant in Torun);
Position: SALES EXECUTIVE;
responsible for co-ordination of sales in the South of Poland, winning over and cooperation with institution clients and dealers

03.07.2000-

28.02.2001 „ALTUR” limited company in Dabrowa Gornicza POLAND (YAWAL Group)

The company produces insulating glass units for building industry;
Position: SALES REPRESENTATIVE;
responsible for winning over, maintenance and cooperation with customers (windows' manufacturers) in the South of Poland

16.02.2000-

30.6.2000 „ALTUR” civil partnership in Czestochowa POLAND (YAWAL Group)

Department in Czestochowa of „ALTUR” Ltd.
Position: DEPARTMENT MANAGER OF TECHNOLOGY AND MARKETING;
by working on this position I was supplementing my education on technology of insulating glass units, receiving orders from company's customers, training in Marketing Department

22.11.1999-

15.2.2000 „YAWAL – SYSTEM” joint-stock company in Czestochowa POLAND

The company on stock exchange in Warsaw, produces and sells aluminium systems.
Work in SECTION OF TECHNICAL SUPPORT;
professional training on windows systems, building market in Poland,
technical support for Sales Representatives, training the position of Sales Representative

March 2021 140-hour internationally recognized training course – Teaching English as a Foreign Language which ended up with a **Gold Certificate in TEFL/TESOL**

April 2021 -

August 2021 English Language Lector in Tower School of English in Zory Poland (part-time contract) – teaching children, teenagers and adults in school buildings and online (Zoom platform)

April 2021 -

August 2021 English Language Lector in Recon Consulting limited company in Chorzow Poland (contract of mandate) – teaching adults online (Zoom platform) during the English training subsidized by European Union (EU projects)

**Dec 2000 -
June 2010** English Language Teacher and English Speaker in Organization
and Management High School in Cieszyn Poland (part-time contract)

**Sep 2000 -
Jan 2001** Teacher of economical subjects in Organization and Management
High School in Cieszyn Poland (part-time contract)

Skills:

Foreign languages: English – fluent - **First Certificate in English of Cambridge –
FCE Certificate** and internationally recognized Gold Teaching
English as Foreign Language **Certificate in TEFL/TESOL**
French – basic level
Spanish – basic level

Computing skills: I can use PC very well: Windows, MS Office, Apple; Internet;
Online Zoom and Skype meetings

Driving licence: A i B categories; 30-year experience in driving a car

Interests:

Studying of foreign languages – continuously improving English and study of French
and Spanish

Musical skills – ability of playing the guitar, keyboards (audience award on the 3rd Festival
of Ecological Song „EKOSONG” in Katowice Poland)

Sporting skills – team games (football, basketball, volleyball), tennis