



currently in Thailand

# POLA NOWAK

## CONTACT:

Line/WhatsApp: +48501533037

Phone number: +66 0927549956

e-mail: polanowak\_pn@outlook.com

## EDUCATION

STATE HIGHER VOCATION SCHOOL  
IN RACIBÓRZ, POLAND  
2013-2017

Bachelor of Architecture  
Engineering

HIGHER SCHOOL OF ECOLOGY AND  
MANAGEMENT IN WARSAW  
2017-2019

Master of Architecture  
Engineering

## COURSES & OTHER DIPLOMAS

CRACOW SCHOOL OF ART AND  
FASHION DESIGN  
2015-2017

Visual Merchandising

SEP-DEC 2020

Home Staging & Sales  
Techniques

## EXPERIENCE

INTERIOR DESIGNER  
JUSSS, CRACOW  
JANUARY 2015 - SEPTEMBER 2017

ENGINEER & ARCHITECT  
ARCHITECTURE STUDIO MARIUSZ NOWAK |  
JANUARY 2017 - SEPTEMBER 2019

- construction supervision
- participation in construction works
- coordination of construction activities
- technical condition assessment
- preparation of the design concept
- building inventories
- prepare a 3D visualization
- prepare a documentation
- map analysis
- real estate appraisal

CEO/DIRECTOR  
ARCHITECTURE STUDIO NOWY POLAK |  
SEPTEMBER 2019- MAY 2022

- management of the investment process
- urban planning & map analysis
- investors meetings & build relationships with clients
- prepare a full documentation
- prepare a 3D visualization
- graphic design
- interior design & home staging
- real estate seller
- real estate appraisal

## LANGUAGES

- polish (native speaker)
- english

## STRENGTHS & SKILLS

- knowledge of the cryptocurrency market
- good communication skills
- research & design skills
- team management
- open mind to learn new skills



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# COVER LETTER

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Hello,

I would like to express my interest in your job offer. In recent five years I have been dealing with the real estate market – designing buildings, interiors, technical condition assessment and also preparing the property for sale.

During my work, I have been creating renovation plans for buildings to raise a market price and prepare property for sale/rent. I've been working on real estate such as: houses, multi-family residential buildings, public buildings, hotels, schools and residences.

Furthermore, I've been preparing graphic plans and visualizations for apartments. Mine main tasks were: cooperated with developers, contractors and clients. I have been learning a various ways how to built relations with clients. During the last few years, I have performed investment profitability assessment and investment location analyzes for investors.

I am a person who learns quickly and is willing to gain new experiences and skills. I feel the best at a challenging job, where I can improve my skills. I am licensed to practice as an architect and construction supervision in buildings throughout Europe.

Privately – a traveler, amateur of photography and cryptocurrency investor.

Please feel free to discuss my interest in the position further by phone at 0927549956 or by email at polanowak\_pn@outlook.com.

I am currently in Thailand. Thank you for your consideration, and I look forward to communicating with you.

Sincerely,  
Pola Nowak