

Bartosz Kalota CV*

-  E-mail: bartek.kalota@wp.pl
kontakt@bartoszkalota.pl
-  Mobile: +48 606 909 952
-  Skype: [bartek.kalota](https://www.skype.com/people/bartek.kalota)
-  Facebook: [/bartek.kalota](https://www.facebook.com/bartek.kalota)
-  Nk: [/#profile/8878872](https://www.linkedin.com/profile/8878872)
-  ResearchGate: [/profile/Bartosz_Kalota](https://www.researchgate.net/profile/Bartosz_Kalota)



Age: 31 (05.05.1988)

Place of residence: Częstochowa (nationality: Poland)

Experience

IT

- since 03.08.2014 – Establishment and management of KALOTA's fanpage.
- 03.12.2013–21.07.2015 – Establishment and management of KALOTA's www.esklep.bizuteriakalota.pl webstore and its Customer Service. In reconstruction since July 2015.
- since 13.09.2013 – Establishment and management of TAIRON's fanpage.
- since 29.08.2013 – Establishment and management of TAIRON's www.tairon.bizuteriakalota.pl website.
- since 2012 – Graphical designing for TAIRON firm.
Scope of work:
 - design of the logo;
 - designing of selected advertising bags;
 - designing of discount cards and promotional vouchers.
- since 30.10.2010 – Establishment and management of KALOTA's www.bizuteriakalota.pl website.
- since 2010 – Graphical designing for KALOTA firm.
Scope of work:
 - designing of selected advertising bags;
 - designing of selected graphical advertisements;
 - designing of templates for certificates;
 - designing of wedding rings catalogs.

Experience

Work

- since 02.08.2018 – Establishment and management of B&B firm offering cosmetics sale with www.bandb.pasaz24.pl webstore.

* Full version of the CV is available at www.bartoszkalota.pl.

- 17.05.2017–11.01.2018 – Technical Editor of the *Chemistry Environment Biotechnology* Journal. Promotion for effective performance of functions of Technical Assistant and Secretary of Journal Editorial Board meetings.

- 21.01.2016–17.05.2017 – Secretary of the *Chemistry Environment Biotechnology* Journal Editorial Board meetings.

Scope of work:

- preparation of Editorial Board meetings protocols;
- information of Editorial Board members about meetings and current cases with email;
- altering projects/documents and email corresponding with Editorial Board members for changes confirmation.

- 10.01.2014–17.05.2017 – Technical Assistant of the *Chemistry Environment Biotechnology* Journal.








Scope of work:

- design of the new Journal template;
- manuscripts preparation in the template and PDF files generation;
- correspondence with authors to make an author's approval.

- 12.2013–01.2018 – Preparation of the Journals' volumes for print:¹
 - *Chemistry Environment Biotechnology*, vol. 16–20;
 - *Forum Młodych Nauki*, vol. 8/9.
- Digitization of the Journal's archival volumes:¹
 - *Chemistry Environment Biotechnology*, 1–11;
 - *Fizyka Chemia*, 1–4;
 - *Seria Matematyczno-Przyrodnicza*, 1–5.

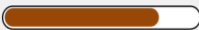


Skills

IT

• Graphical software:	– Photoshop (CS4, 5)			well;
	– Flash (CS5.5)			basically;
	– Blender (2.61)			sufficiently;
	– Camtasia Studio (7)			well;
	– Origin (8.5)			sufficiently.
• Office software:	– Word 2007			fluently;
	– PowerPoint 2007			fluently;
	– Excel 2007			well;
	– Access 2003			basically;
	– Outlook Express 6			fluently;
	– Windows Live Mail 2012			fluently.
• Warehousing software:	– Subiekt GT			sufficiently.
• Languages:	– HTML (4)			well;
	– CSS			well;
	– Java Script			basically.
• OS:	– Windows (98, XP, 8.1)			fluently;
	– Linux (Mint 19.1)			basically.

¹ More at www.bartoszkalota.pl.

Skills

- English –  good acquaintance, enabling written and verbal communication and professional literature understanding.
- German –  basic acquaintance.
- Driving license of B type –  in use.

Finished Courses

- 17–19.09.2016 – **Photo & Internet** organized by **Trementi**, Chorzów.
and Substantive contents:
24–26.09.2016
 - the use of a DSLR camera (exposure time, depth of field, ISO, color temperature);
 - jewellery preparation for photography and the use of a photo light box;
 - photography of jewellery with and without stones;
 - processing and retouching with Photoshop CS6;
 - a preparation and the use of own webstore and its promotion on the Internet;
 - legal aspects of a webstore management;
 - SEO and a basic use of Google tools related to SEO.
- 21–22.05.2016 – **Jewellery stores sales** organized by **Trementi**, Chorzów.
Substantive contents:
 - emotional intelligence developing training;
 - behavior, body language, voice timbre in contact with a customer;
 - sales psychology;
 - creation of a company good image.

Education

- 2013–2018 – PhD studies (full-time), the field of chemical sciences in a scientific discipline of chemistry, Jan Długosz University of Częstochowa. The PhD Thesis: **Synthesis and spectroscopic studies of selected lanthanide(III) complexes for luminescence-based oxygen and temperature sensing**. Conferment procedure: 19.10.2016. Defense: 22.01.2018. Resolution of graduation: 14.02.2018.
- 2010–2012 – MSc studies (full-time), branch of studies: Chemistry, specialty: Cosmetics Chemistry, Jan Długosz University of Częstochowa. The MSc Thesis: **Phosphorescence studies of metalloporphyrins in solutions and polymers**.
- 2007–2010 – BSc studies (full-time), branch of studies: Chemistry, Jan Długosz University of Częstochowa (AJD). The BSc Thesis: **Optical chemi- and biosensors using porphyrins**.
- 2004–2007 – W.S. Reymont XIIIth High School in Częstochowa, LD class (English-German profile).

Interests

- Graphics
 - WEB designing;
 - Graphical designing;
 - Effective information providing as multimedia presentations with photomanipulation and 2D, 3D animations.
- Text edition
 - Polish and English text edition;
 - Text preparation for print (for publication).

- Music
 - Music from genre:
 - chill out, club, dance, deep, electronic, house, funk, classic rock, progressive, trance, uplifting trance.

Hobbies

- Sport
 - Volleyball, American billiards, bicycle, skiing.
- Making and painting models
 - Plastic and metal tank models, scale 1:72 (formerly).

Additional Information

- since 2014
 - Registered at DKMS Foundation – The Base of Stem Cells Donors.

I give my permission for the processing of my personal data that is essential for the recruitment process, in accordance with the Act of 29.08.1997 on the Protection of Personal Data (Journal of Laws 2002 no. 101 item 926 amended).