

# Aleksandra Kozak

## Production Coordinator

I am a detailed-oriented and highly organised professional with extensive experience in tv production both in Australia and abroad. My experience also include translation, writing and copywriting. Mum of twins (actual superpower) with a positive attitude and an eagerness to keep learning.

### Credits

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| 2024        | <b>Researcher/Casting Coordinator; "Top Model 13"</b><br><i>Reality TV Series; TVN Warner Bros. Discovery</i>                                    |
| 2022        | <b>Project Coordinator; "Demolition Down Under"</b><br><i>Observational Documentary Series; WildBear Entertainment</i>                           |
| 2022        | <b>Production Coordinator; "Gem Hunters"</b><br><i>Factual Documentary Series; WildBear Entertainment</i>  |
| 2021        | <b>Production Coordinator ;"Under the Sea"</b><br><i>Factual Documentary Series; WildBear Entertainment</i>                                      |
| 2020 - 2021 | <b>Casting &amp; Recruitment Coordinator/Production Coordinator; "In Loco Parentis"</b><br><i>Documentary; In Loco Productions</i>               |
| 2019        | <b>Researcher; "Woman on the Edge of the World"</b><br><i>Documentary TV Series; TVN Warner Bros. Discovery</i>                                  |
| 2019        | <b>Researcher / Casting Researcher/Production Coordinator; "Mediterranean Life"</b><br><i>Reality TV Show; TVN Warner Bros. Discovery</i>        |
| 2018        | <b>Researcher/Casting Researcher/Production Coordinator; "House Hunters International"</b><br><i>Reality TV Show; TVN Warner Bros. Discovery</i> |

### Work Experience

|             |   |
|-------------|---|
| 2021 - 2022 | <b>Historical and Documentation Specialist</b><br><i>Lost Histories</i> |
| 2012 - 2019 | <b>Journalist/Content Writer</b><br><i>Zwykłe Życie Magazine</i>        |
| 2017 - 2018 | <b>Production Assistant</b><br><i>Warsaw Production Team</i>            |
| 2009 - 2017 | <b>Language Lead/Project Coordinator</b><br><i>Lionbridge Poland</i>    |

### Personal Info

**Phone**  
0434 470 264  
**Email**  
aleksandra.kozak@gmail.com

### Skills

Translation Polish/English  
Web content development  
Copywriting  
Writing articles, reviews and interviews  
Social Media Management  
Open Driving Licence

### Software

CAT Tools (Trados, memoQ, Wordfast)  
CMS (Wordpress)  
MS Office  
Google G-Suite

## Education

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- 2007-01  
- 2009-01 *Academy of Humanities and Economics in Lodz*  
Master's Degree in English Philology, Translation Studies specialisation
- 2003-01  
- 2007-01 *University of Gdansk*  
Bachelor's Degree in English Philology, American Literature specialisation

## Reference (available upon request)

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**Jacqueline Lippett**

*Production Manager*

**Pamela Robson**

*Writer*

**Daniel Einfeld**

*Producer*