

# Mariia Kovalova

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Fort Wola 12B, m.31  
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## Languages:

Polish - C1

English - B2

French - B2

Russian - native

Ukrainian - native

## Summary

I am a creative and detail-oriented person who is currently preparing to study landscape architecture, driven by a deep passion for design, nature, and spatial composition. I am currently engaged in freelance work in the field of antiques and decorative arts. I restore antique items for private clients and manage online sales of collectible and functional art.

My experience combines artistic sensibility with practical skills in restoration, visual presentation, and client communication. At the same time, I am developing personal creative projects, including publishing my own comic book, while continuously expanding my technical skills in 3D modeling and spatial visualization software.

## Work Experience

### Senior Antiquarian - Stare Na Nowo (09.2024 - 07.2025)

Conducted valuation, restoration, and sales of antiques, collectibles items owned by the company. Managed the appraisal, purchase, and resale process for customer-owned items.

Professional advice regarding consignment sales and item valuation.

Handled comprehensive administrative operations using WaproMag and Microsoft Excel, including: creating consignment accounts, inventory registration and warehouse management, sales settlement processing, commission calculations, preparing reports for clients and company management, inventory liquidation and stock control.

Managed all store communications, including email and telephone contact with customers, suppliers, and delivery services. Built and maintained long-term relationships with collectors, returning customers, and business partners.

Supervised daily store operations.

Independently managed the company's TikTok social media account: creating content concepts and recording videos, video editing and publishing, achieving organic reach of 10K-40K views per video.

### Antiquarian Internship - Antyki Dolna 9 (06.2024 - 08.2024)

Continuous learning, deepening knowledge about antiques, restoration, history, and art.

Assessing the value of antiques and antiquities, purchasing, selling, and negotiating with clients on prices and terms of purchase or sale.

Building and maintaining relationships with clients and collectors.

Maintaining and supervising the premises and inventory.

Participating in flea markets, garage sales, and "skipping" after apartment liquidations.

Assisting a specialist in antique repair and restoration, learning how to restore them to their original appearance and

I am highly adaptable, people-oriented, and motivated to collaborate. I enjoy creating meaningful, engaging projects and believe that the best results are achieved through a combination of creativity, effective communication, and genuine enthusiasm for what one does.

functionality.

### **Junior Customer Service Specialist - ADDANGA (02.2024 - 05.2024)**

Scheduling sales meetings, preparing presentations, and reports (Excel).

Customer service in French, English.

Diplomatic behavior in the event of customer questions and reported problems, needs, and concerns.

Deepening knowledge of the company's operations - in the furniture industry, as well as distribution, export, and import.

Cooperation with other company departments.

### **Manga Translator&Typesetter - MangaLIB (2023-2024)**

Performed secondary translation of manga content from English into Ukrainian and Russian.

Adapted translations to preserve tone, context, and readability for target audiences.

Designed and formatted translated text to fit manga speech bubbles and visual layouts. Edited and adjusted typography to maintain consistency with the original artistic style and panel composition.

### **MardomDecor Translator - Trade Fair Paris, Paris - Expo Porte de Versailles (2022)**

Translating French to Polish - Polish to French.

Ensuring smooth communication between company employees and potential clients at trade fairs.

Cooperating with clients, establishing business contacts, building relationships with potential regular clients.

Responsibility for representing the company in a professional manner, taking care of its image and promoting its products.