

Marta Kowalska

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Nationality: Polish

ABOUT ME

EU policy and project officer with 5 years of experience across Poland and Belgium, specialising in EU-funded programmes (Horizon Europe, Erasmus+). Experienced in consortium coordination, deliverable reporting, and working in multilingual teams across member states.

WORK EXPERIENCE

Project Officer – EU Programmes

09/2023 – Present

European Research Network AISBL – Brussels, Belgium

- Coordinate a 12-partner Horizon Europe consortium (budget EUR 4.2M) across 8 member states
- Prepare periodic reports and deliverables for the European Commission (Funding & Tenders Portal)
- Organise consortium meetings and review panels in Brussels, Vienna, and Warsaw (60-120 participants)
- Drafted two successful follow-on proposals (combined EUR 1.1M) with partners in 5 member states

Programme Assistant

06/2021 – 08/2023

Fundacja Rozwoju – Warsaw, Poland

- Administered Erasmus+ mobility projects for 300+ participants per year
- Drafted applications that secured EUR 850K in EU funding
- Coordinated partner reporting across 6 countries and prepared final reports accepted without revision

Intern

02/2021 – 06/2021

Permanent Representation of Poland to the EU – Brussels, Belgium

- Monitored COREPER I dossiers and drafted weekly briefing notes in Polish and English

EDUCATION AND TRAINING

MA European Studies – ISCED 7, 120 ECTS

2019 – 2021

KU Leuven, Belgium

- Thesis on cohesion-policy absorption in Central Europe (magna cum laude)

BA International Relations – ISCED 6, 180 ECTS

2016 – 2019

University of Warsaw, Poland

LANGUAGE SKILLS

Polish	Mother tongue
English	C1 – listening C1, reading C1, writing C1, speaking C1 (CEFR)
French	B2 – listening B2, reading B2, writing B1, speaking B2 (CEFR)
German	A2 (CEFR)

DIGITAL SKILLS

DigComp self-assessment: Information & data literacy – Advanced; Communication & collaboration – Advanced; Digital content creation – Intermediate

Tools: MS 365, EU Funding & Tenders Portal, SharePoint, Trello, LimeSurvey, basic HTML

VOLUNTEERING

Volunteer translator (Polish–English), Translators without Borders, 2020 – present. Mentor, Erasmus Student Network Brussels buddy programme.

DRIVING LICENCE

Category B