

# Sylwia Czarnota

## Virtual assistant and a former scientist

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### \*PROFESSIONAL PROFILE

PhD in molecular sciences, experienced in biotechnology and chemistry. Currently homeschooling mom of 3, freelancer, web & social media virtual assistant, web designer (WordPress & Wix).

### \* EDUCATION

*2014 - 2018* The University of Manchester, UK, Manchester Institute of Biotechnology  
Doctor of Philosophy (PhD), Biotechnology

*2010 - 2012* University of Warsaw, Poland  
Master's degree, Chemistry; Bioanalytics

*2006 - 2010* University of Marie Curie, Lublin, Poland  
Bachelor's degree, Chemistry; Chemistry of bioactive substances and cosmetics,

### \* EXPERIENCE

*May 2021 - present* Hypnobirthingcanada.com  
Virtual Assistant  
Web design and management (WordPress and Wix), email campaigns (Mailer Lite), Social Media management, advertising design (Canva)

*April 2020 - February 2021* The University of Montreal  
Postdoctoral Researcher  
Structural biology project involving NMR, crystallography, SAXS, protein expression&purification, cloning, PCR, circular dichroism, fluorescence spectroscopy.

*June 2018 - March 2019* The University of Manchester, UK and C4X discovery  
Research Associate  
BBSRC Innovation Fellowship Fund for research collaboration between Academia and Industry. Project based on NMR, crystallography and molecular biology.

*June 2014 - May 2018* The University of Manchester, UK  
Early Stage Researcher  
MAGnetic Innovation in Catalysis (MAGIC) - Innovative Doctoral Programme (The University of Manchester). Project based of nuclear magnetic resonance (NMR) experiments to understand enzyme dynamics and structural biology.

September 2012 -  
January 2014

## International European School Teacher

Teacher of Science in primary school (international school with English as a first language), teacher of EFL (English as a foreign language) and PLF (Polish as a foreign language), teacher assistant in high school (chemistry, helping in the laboratory).

2010 - 2012

## University of Warsaw Master's degree in Chemistry, Bioanalytics

Electrochemical and spectroscopic investigations of interactions of oligopeptide cis-platinum derivatives with dsDNA.

2017

## University of Tartu, Estonia LC-MS method validation on-line course

Practice-oriented on-line course on validation of analytical methods, specifically using LC-MS as technique.

2014

## University of Tartu, Estonia Estimation of Measurement Uncertainty in Chemical Analysis on-line course

Estimation of Measurement Uncertainty in Chemical Analysis (P2AVTK.652), on-line course.

July 2009 - July  
2009 (1 month)

## Herbapol Lublin S.A., Poland Summer Internship in Department of quality control

Professional training in Herbapol-Lublin S.A. (a pharmaceutical company), in the Department of Quality Control. Duties: quantity and quality analysis (chromatography - TLC, HPLC, titration, laboratory work).

### \* SKILLS AND TECHNIQUES

Microsoft, Wordpress, Wix, Social Media, Canva  
basic Python, LaTeX  
Laboratory skills (biotechnology, chemistry)

### \* LANGUAGES

English  
(Full professional proficiency),  
Polish  
(Native)