

Merna Kolta

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PROFESSIONAL SUMMARY

Museum & heritage professional with academic training in Graeco-Roman and maritime archaeology, combined with hands-on experience in museum projects, archaeological fieldwork, and cultural education. Skilled in exhibition support, artifact handling assistance, educational outreach, documentation, and event coordination. Experienced working with international teams through EU-funded ESC programs and community heritage initiatives. Highly motivated to contribute to museum operations, visitor programs, and heritage preservation in multicultural environments.

KEY ACHIEVEMENTS

- Assisted with museum exhibitions, artifact displays, and visitor workshops in Poland.
 - Participated in EU-funded archaeological excavations and heritage field projects in Bulgaria.
 - Designed and delivered maritime heritage workshops for children and youth audiences.
 - Coordinated multicultural educational events promoting cultural exchange.
 - Created heritage-focused digital content to support community engagement.
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WORK EXPERIENCE

Exam Invigilator & Admin Support | 2024 – Present

British Council | Alexandria, Egypt - Supervised national and international exams while maintaining confidentiality. - Organized, sorted, and documented exam materials with accuracy. - Communicated with colleagues and coordinated logistics and schedules. - Provided clerical support and data entry during peak exam periods.

Freelance Sales & Digital Assistant | 2021 – 2024

Family-Owned Bicycle Business - Created promotional content for social media platforms. - Photographed products and wrote engaging online captions. - Managed customer inquiries and finalized sales through messaging platforms.

VOLUNTEERING EXPERIENCE

ESC Volunteer – Museum & Community Project | 2024 – Present

Łódź, Poland - Supported museum activities, including assisting with exhibitions and artifact displays. - Organized cultural workshops for children and youth. - Coordinated events promoting inclusion, cultural exchange, and community engagement. - Completed “On-Arrival Training” delivered by the European Solidarity Corps.

ESC Volunteer – Archaeological Project (EU-funded) | July – Sept 2024

Sofia, Bulgaria - Selected for an ESC project focused on archaeological fieldwork. - Participated in excavations and collaborated with international volunteers. - Developed teamwork, adaptability, and heritage preservation skills.

OTHER EXPERIENCE

Trainer & Organizer – Maritime Heritage Outreach | 2022 – 2024

Alexandria, Egypt - Designed educational sessions on sustainability and underwater archaeology. - Led workshops using storytelling, crafts, and interactive games. - Collaborated with teams to promote marine heritage awareness.

Cultural Club & Language Exchange Facilitator | 2024 – Present

Bla Bla Language Exchange - Managed cultural and language exchange sessions in English and Arabic. - Ran social media content and supported the organization of multicultural events.

SCHOLARSHIPS & HONORS

- **Scholarship in Maritime Archaeology** – Awarded academic scholarship for postgraduate specialization in maritime archaeology.

EDUCATION

Bachelor's in Graeco-Roman Archaeology | 2016 – 2020

Alexandria University

Postgraduate Diploma in Maritime Archaeology | 2021 – 2022

Centre for Maritime Archaeology, Alexandria University

TECHNICAL SKILLS

- 3D Scanning: Basic experience in scanning small archaeological artifacts using **Artec Eva & Artec Spider** (alignment, basic processing, documentation)
 - Digital Tools: Canva, CapCut, Adobe Photoshop (basic), Adobe Illustrator (basic)
 - Marketing: Content creation, branding, basic digital marketing (Udacity)
 - Admin Tools: MS Office, Google Workspace, file organization, scheduling
 - Social Media: Instagram, Facebook, TikTok, Reels, Meta Business Suite
 - Languages: Arabic (native), English (B2), German (A1), Polish (basic)
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CORE COMPETENCIES

- Museum Operations Support
- Exhibition Assistance & Visitor Services
- Artifact Handling (Assistant Level)
- Heritage Documentation & Educational Outreach
- Archaeological Fieldwork Support
- Workshop Facilitation

- Intercultural Communication
 - Event & Program Coordination
 - Digital Content for Cultural Institutions
 - Teamwork in International Projects
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RODO CLAUSE

I agree to the processing of my personal data for the purposes necessary for the recruitment process in accordance with the Regulation (EU) 2016/679 of the European Parliament and of the Council (GDPR).