

**JOLANA HOSOVA**

+1 -240-329-1770

**Education:**

**Bachelor of Science in Business Management**

Penn Foster College, Scottsdale, AZ (currently pursuing)

**Associate of Science in Business Management**

Penn Foster College, Scottsdale, AZ (September, 2006)

**Advanced Writing**

Tidewater Community College, Virginia Beach, VA (May, 1999)

**GAAP Accounting**

European School of Correspondence Courses  
Prague, Czech Republic (January, 1995)

**Work Experience:**

**2002 – Present**

**Freelance Translator and Interpreter**

Translations specialized in business

- Marketing, finance, contracts, letters, general texts
- How Stuff Works 1 and 2 – encyclopedia for general public
- Garden Book – gardening and landscaping encyclopedia
- Interpreting during various meetings and PR events

**1998 – 2001**

**Diplomatic Liaison**

Performed various unofficial organizational duties as a wife of the Senior National Representative of the Czech Republic to NATO

- Organized and hosted lunches for 200+ people, including dignitaries and military personnel and their families.
- Wrote and gave presentations at various events as a representative of the Czech Republic.
- Cooperated with the Embassy of the Czech Republic in assisting with the celebration ceremony when the Czech Republic became an official member of NATO in March 1999.
- Accompanied V.I.P.s on various tours and interpreted for them, hosted ambassadors and attachés in my own home, etc.

**1996 – 1998**

**Accountant**

Sanofi Prague, Ltd., Prague, Czech Republic

- Performed month-end procedures, cash-flow analyses, and bank reconciliations
- Prepared journal entries and posted them in the accounting system

- Reviewed accounts receivable to ensure the accurate and timely management of all the components, such as: billing, cash receipts, and funding management
- Prepared audit work papers
- Assisted in preparation of annual budgets and Statement of Balances

**1995 – 1996**

**Import Specialist**

IWKA Prague, Prague, Czech Republic

- Order processing
- Customs Clearance
- Billing

**Additional skills:**

- Strong PC skills
- Foreign languages: Czech (native speaker), English, Slovak