

EUROPEAN  
CURRICULUM VITAE  
FORMAT



PERSONAL INFORMATION

Name  
Address  
Telephone  
E-mail

**Miloslava Duřtová**

miladurtova@gmail.com

WORK EXPERIENCE

2019 - July 2019

**General Directorate of Finance, Tax Process Department**

2018 - 2019

**Government Office, Department of Public Procurement**

2017 - 2018

**Ministry for Regional Development, Budget und Financial Control Department**

2014 - 2017

**Ministry for Regional Development, Law and Public Procurement Department**

2007-14

**Self-employed person**

- CERTIFIED TRANSLATOR AND INTERPRETER OF THE SPANISH LANGUAGE (matrimonial documents, contracts, weddings, foreign police, production operations, trade etc.)
- Spanish and Czech lector for foreigners
- tour guide (clients from Latin America and Spain)
- business-mediation activities

1994-2006

partial stay abroad (Gran Canaria, Tenerife) and in the Czech Republic;

Business in the field of tourism, the Spanish islands destinations (a delegate activities for Fischer travel agency and other travel agencies); during maternity duties involved in the running of retail store with higher grade Bicisport s.l./Ciclocenter s.l. (the limited company); organization of sports events; cooperation with the travel agencies in the provision of stays of incentive groups (firms)

1991-94 Business in the field of tourism in CR

1992 E.ON, linguistic consultant in the process of implantation of SAP consulting company Soluziona

1990-91 educational activities

1987-90 Strojimport Prague foreign trade company, the state enterprise, business department; position: stand-alone business officer of CNC machines for export to foreign countries

EDUCATION AND TRAINING

• Dates (from – to)  
Name and type of organisation  
providing education and training

1991-92 Charles University, Prague, linguistics study, Spanish (JASPEX, language and special training of experts)

1990-92 Charles University, Prague, linguistics study, German, three-year extension study

1987-89 Additional pedagogical studies for teaching economic subjects

1983-87 University of Economics, Prague, finance and state budget

1979-84 Grammar school in České Budějovice

MOTHER TONGUE	Czech
OTHER LANGUAGES	<p>German language – writing and speaking on a good level, state exam</p> <p>Spanish language – good knowledge verified by experience abroad, state exam and DELE Superior certificate, Instituto de Cervantes, incl. business Spanish, sworn translator, the course of Spanish language in legal practice.</p> <p>English, Russian – passive good knowledge (ability to understand a written text)</p>
OTHER SKILLS AND COMPETENCES	<p>Prague information service,</p> <p>Prague tour guide certificate</p>