

ONDŘEJ GARDAVSKÝ

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SUMMARY

Ten years' experience with Chinese language (spoken & written), skilled communicator with six years' experience working in Chinese environment (with companies where Chinese was used as a main communication tool) and three years' work experience in China. Proficient in administrative work with standard office software and design programs. Modern technology enthusiast.

SKILLS & ABILITIES

Languages

- Czech (native), English (fluent), Chinese (fluent, HSK level 8), Japanese (intermediate)

Computer Skills

- Proficient in Microsoft Office 2003 – 2010 (Excel, Word, Power Point), intermediate skills with Adobe software (Acrobat, Photoshop, Illustrator, InDesign)

EXPERIENCE

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|----------------|---|
| 2008 - 2011 | Teacher of Chinese language, <i>Confucius Institute in Olomouc, Czech Republic</i> <ul style="list-style-type: none">· Teaching both 1-on-1 and group courses of Chinese language at the institute· Design of teaching materials and dictionary editing work |
| 2008 - present | Freelance Translator & Interpreter, <i>Czech Republic & China</i> <ul style="list-style-type: none">· Translation/Interpreting between Czech, English and Chinese (mostly Czech -> Chinese)· Fields: automotive industry, aviation, chemistry, construction materials, education, electronics, mechanical engineering, IT, mining industry, textile industry, telecommunications etc.· Assignments included both short and long-term projects: translation of advertising materials and product catalogs, contracts and manuals, interpreting on business trips and meetings, equipment commissioning, exhibitions, training etc. |
| 2011 - present | Representative of STAVUS Co., Ltd. for China & Purchasing Assistant, <i>Beijing</i>
<i>Beijing Karrun Machinery & Electrical Equipment Manufacture Co., Ltd. (2011 - 2012)</i>
<i>Anhui Sino-Czech Mining Transportation Equipment Co., Ltd. (2012 - present)</i> <ul style="list-style-type: none">· Working closely with sales and after-sales teams of STAVUS' business partner in Beijing, later (from 2012) also with STAVUS' JV Company established in Huaibei, Anhui. |

- Key responsibilities: maintaining communication between the two companies on daily basis, drafting up and translation of contracts and order forms, purchasing of spare parts, design of product catalogs and translation of technical documentation for company's products (suspended underground transportation systems for coal mines), interpreting during business meetings, commissioning and personnel training at customer's site

2014 - present

Business Development Coordinator & Translator/Interpreter, *IZONIL Co., Ltd., Beijing*

- Key responsibilities: introduction of IZONIL waterproofing products to Chinese Market, translation of product catalogs and other related technical documentation (e.g. documentation for individual projects, product certification etc.), maintaining communication with company's business partners in China, interpreting during business meetings, exhibitions, product applications at customer's site etc.

EDUCATION

2004 - 2010

Chinese and Japanese Philology, *Palacký University in Olomouc, Czech Republic*

2006 - 2007

One year scholarship for study of Chinese language, *Xi'an Jiaotong University, China*

2010

One semester scholarship study of Advanced Chinese course, *Tianjin University, China*