

MA. Drahoslava Kurova
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CAREER HISTORY

Translator, Proofreader, part time 2006 -
Abiturient.cz translation agency in Brno, Czech Republic

Translations English-Czech, Czech-English using OpenOffice programme, internet, e-mail and proofreading of translated documents. Translating required language skills, computer skills, typing and working to tight deadlines.

Assistant manager 2004 - 2009
Damn Yankee Ltd., Salsa Posada restaurant, Harrogate

Day to day running of a small restaurant includes various responsibilities. Hiring and training new staff, team building and customer service required great communication and interpersonal skills. Effective running of busy shifts helped develop my organizational skills and ability working under pressure. With the business slowing down I have had to focus on marketing, controlling labour and other costs, sales forecasting and attend figures meetings. I was also in charge of banking, daily and weekly paperwork and ordering stock.

Teacher of English, Spanish language and PE 1999 - 2004
Mozartova Elementary School, Jablonec nad Nisou, Czech Republic

Responsibilities included teaching, testing students, marking, writing yearly reports. I used MS Word and MS Excel to create language exercises and tests. I also organized school sports competitions and school trips. Role required excellent interpersonal skills, motivation of students, empathy, patience, creativity as well as strong organizational skills.

Teacher of Spanish language, part time 2000 - 2002
Damina language school, courses for adults, Jablonec nad Nisou, Czech Republic

Teaching adults required strong interpersonal skills, such as tact and assertiveness.

EDUCATION AND QUALIFICATIONS

ESOL Level 1 (English for Speakers of Other Languages)	2009
Certificate in Adult Literacy Level 2 Melton College in York	2009
Personal licence course to sell/supply alcohol	2008
FCE Exam Melton College in York	2008
NVQ (Management in Hospitality) Leeds Metropolitan University	2008
First Aid Course Leeds Metropolitan University	2007
IT course MS Word, MS Excel Mozartova Elementary School in Jablonec nad Nisou	2004
Master's degree in teaching Spanish and PE to children and adults University of South Bohemia in Ceske Budejovice, Pedagogical faculty	1994 - 1999
Graduation Gymnasium school Dr. Josef Pekar	1990 - 1994

ADDITIONAL INFORMATION

Date of birth: 22/04/1976
Nationality: Czech
Gender: Female
References: available on request.