

## **CURRICULUM VITAE**

### **PERSONAL INFORMATION**

NAME: Radka Hájková

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Prague 4, 143 00  
Czech Republic

PHONE NUMBER: +420 728 986 493

DATE OF BIRTH: 24.12.1980

CITIZENSHIP: Czech

EMAIL: radusak9@centrum.cz

### **EDUCATION:**

2002 – 2006 J. E. PURKYNĚ UNIVERSITY, PEDAGOGICAL FACULTY, Ústí nad Labem,  
Main subject: English language and literature, Mgr. degree,  
Final State Examination passed in June 2006,

2003 – 2004 LOUGHBOROUGH UNIVERSITY, England  
Erasmus Exchange Program, English literature and linguistics

2000 – 2002 EVENDINE COLLEGE, London  
General English, concluded with Cambridge Proficiency Certificate

1995 – 1999 SECONDARY GRAMMAR SCHOOL OF J. JUNGSMANN, Litoměřice,

### **EMPLOYMENT EXPERIENCE:**

9/2009 - FOUNDATION FOR THE PROTECTION OF ANIMALS, Prague  
Public Relations, international projects coordinator

11/2007 – 3/2009 ASSOCIATION FOR INTEGRATION AND MIGRATION, Prague  
Public Relations, fundraiser, international projects coordinator

9/2006 – 9/2007 EXXON MOBIL, Prague  
Invoice Processor in Account Payables department for France

9/2005 – 6/2006 AKCENT LANGUAGE SCHOOL, Litoměřice  
English teacher for all age groups as well as for all proficiency levels

8/2002 – 6/2003 RICHARD MUSIL LANGUAGE SCHOOL, Ústí nad Labem  
English language teacher

10/2000 - 4/2002 ODEON CINEMA, London  
Customer sales/ service assistant.

8/1999 – 7/2000 AU-PAIR, London  
Child care

### TRANSLATION AND INTERPRETING EXPERIENCE

Police Czech Republic  
Translation and Interpreting Agency ASPENA  
Translation Agency Profilingua  
Institute of Sociology of the Academy of Sciences of the Czech Republic  
J.E.Purkyně University

### SPECIAL SKILLS:

PC skills – common user of MS Word, Excel, Power Point, Internet and Email  
Driving License – B  
Other languages – Spanish, German, French – passive knowledge

### REFERENCES:

Mgr. Diana Cepníková, owner of language school Akcent, tel. +420 721 289 533  
Pavlina Brazdilová, supervisor of the French team in Exxon Mobile, tel. +420 724 518 635  
Mgr. Jiří Knitl, director of the Association for Integration and Migration, tel. 777 787 924