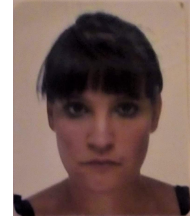




Europass Curriculum Vitae



Personal information

First name(s) / Surname(s) **Hana Kuviková**
Address Novodvorská 1134/187, 14200 Prague (Czech Republic)
Mobile +420 775384958
E-mail(s) kuvikova@email.cz
Nationality Czech
Date of birth 09/04/1979
Gender Female

Desired employment / Occupational field

Translator

Work experience

Dates	01/02/2010 →
Occupation or position held	Freelance translator
Main activities and responsibilities	- translating online contents from English into Czech for Booking.com (since 08/2011) - cooperation with the translation agencies QA Czech, Media Market and EasyCorp (medical texts, printing and navigation device manuals and marketing materials) - translating trademarks for OHIM from English into Czech (2007-2014) (part-time from 16/03/2007, full-time since 01/02/2010)
Dates	01/09/2008 - 31/01/2010
Occupation or position held	In-house translator and proofreader
Main activities and responsibilities	- translating and proofreading from English into Czech (user guides, technical sheets and marketing materials for navigation and printing devices)
Name and address of employer	Media Market s.r.o. (Czech Republic)
Type of business or sector	Translation and interpreting
Dates	13/06/2008 - 30/08/2008
Occupation or position held	Assistant to Project Lead
Main activities and responsibilities	- general office management tasks & support to events organized by the company (contact with the attendees, providers & sponsors)
Name and address of employer	Hevento s.r.o. (Czech Republic)
Type of business or sector	Event management
Dates	18/03/2007 - 31/03/2008
Occupation or position held	Operations Executive
Main activities and responsibilities	International conference coordinator: - administrative support of assigned events - communicating with attendees, pre- and post-event documentation

- liaising with other divisions across the company (production, sales, sponsorship), venues and external providers (AV and print companies)
 - preparation of reports from the database and data for billing in Excel

Name and address of employer MARCUS EVANS (CR) LIMITED
 (Czech Republic)
 Type of business or sector Event Management
 Dates 25/07/2005 - 30/11/2006
 Occupation or position held HR Administrator with Spanish
 Main activities and responsibilities - daily execution of outsourced HR processes for the client in Spanish
 - work within the PeopleSoft system – resolving and/or delegating queries
 - liaising and cooperation with Spanish headquarters and third parties
 - administering the helpdesk, logging and processing queries

Name and address of employer Accenture Services s.r.o.
 Type of business or sector Outsourcing
 Dates 11/01/1999 - 15/09/1999
 Occupation or position held Reader Service
 Main activities and responsibilities - working within the loan system (loans, reservations)
 - cash desk; dealing with the clients' telephone queries

Name and address of employer State technical library, Prague
 (Czech Republic)
 Type of business or sector Education

Education and training

Dates 20/09/1999 - 06/06/2005
 Title of qualification awarded Magistra (MgA., Mgr.)
 Principal subjects / occupational skills covered English and Spanish Philology
 Name and type of organisation providing education and training Masaryk University, Faculty of Arts
 Brno (Czech Republic)
 Level in national or international classification Tertiary
 Dates 01/09/1997 - 30/06/1998
 Title of qualification awarded General State Language Examination
 Principal subjects / occupational skills covered - an intensive day course of English ended with General State Language Examination from English at
 The Language School of the Capital City of Prague
 Name and type of organisation providing education and training JŠ Lingua Pro (Language School)
 Level in national or international classification Post-secondary
 Dates 01/09/1993 - 06/06/1997
 Title of qualification awarded High School Leaving Exam
 Principal subjects / occupational skills covered General Nurse
 Name and type of organisation providing education and training SZŠ Ruská, Ruská 91, 10000 Praha 10
 Level in national or international classification Secondary

Personal skills and competences

Mother tongue(s) **Czech**

Other language(s)

Self-assessment
European level (*)

English
Spanish / Castilian
Slovak

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C1	Proficient user	C2	Proficient user	C1	Proficient user	C1	Proficient user	C2	Proficient user
C1	Proficient user	C2	Proficient user	C1	Proficient user	C1	Proficient user	C1	Proficient user
C2	Proficient user	C2	Proficient user	A2	Basic User	A2	Basic User	A2	Basic User

(*) [Common European Framework of Reference \(CEF\) level](#)

Social skills and competences
- team spirit
- adaptability

Organisational skills and competences
- attention to detail, persistence
- time management
- multitasking, stress resistance, improvisation skills
- ability to work independently
- can-do approach

Computer skills and competences
- good command of Microsoft Office™ tools (Word™, Outlook™, Excel™, and PowerPoint™)
- good command of CAT tools (Trados, Transit, Idiom Workbench, Nemo)

Additional information References supplied on request