**Structured professional CV** Ing. Eva Hořejší

Date of birth: 15.11.1945

Address: Nad Parkem 2832, 544 01 Dvůr Králové nad Labem

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**Education, courses**

2008 Course of Adobe Photoshop, processing of photos

2009 Course of Adobe Photoshop, working with masks

1995 Great Britain, Ramsgate, intensive course of English (l month)

1981 USSR, Minsk – Computer technician course EC-1033, magnetic tape units

1964-1968 Czech Technical University in Prague, Faculty of Electrical Engineering

Branch -Technical Cybernetics, speciality- Computers

1960 – 1964 Secondary school Dvůr Králové nad Labem

**Work Experience**

2011-running freelance translator

Translation EN, DE, RU, PL, technical textes, computer manuals, materials for Aeroclub,

marketing materials, presentations in Power Point, texts in pictures with graphical programms …

2010-2011 customer

Working on the programm for production control – programming in Excel

Translation EN, DE, RU, PL, technical textes, computer manuals, materials for Aeroclub…

2007-2010 **MILETA a.s, headquarters (textile company)**

Chief of sample room, IT support for commercial department

* preparing of foreign language backgroung for fabric presentation
* preparing of stock goods lists according to wish of sales representatives
* translation of information materials

1996-2006 **TIBA, a. s. , headquarters, Dvůr Králové nad Labem (textile company)**

Assistant to commercial director

* Servicing of information systém, preparing of asked information as base for negotiation with customers for commercial and managing director and for whole commercial department
* annual, semi-annual and quarterly summaries of order efficiency
* monthly rating of sellers in term of order volume, sales and gross margin according to annual plan
* project, implementation and maitenance of administrative system od design exclusiveness for particular customers
* translation of business correspondence and contracts
* full computer processing and translation of information materials for trade fairs and for negotiation with customers
* translation and finishing of information materials from foreign suppliers
* project, implementation and maintenance of the system of quadrilingual fabric demo sheets for customers

1991 - 1996  **ALTEC a.s Dvůr Králové,** information systems and computer nets

Assistant to Commercial and Marketing director

* communication with English and German speaking suppliers
* preparing and translation of information materials for trade fairs and for customers
* annual preparation, organisational assurance and active participation in computer technology trade fair Invex Brno
* marketing survey of target groups of customers and canvassing new customers

1990-1991

1989 - 1990

1968 -1989

**Strojtex, headquarters**, Dvůr Králové n. L.,

date processing centre, programmer

• working on the programm for production control

• translation of computer manuals

**Research Institut for Textile Finishing** Dvůr Králové n. L.,

Date processing centre, programmer

**Technical University Liberec**, faculty of mechanical engineering,

date processing centre, programmer, computer technician EC 1033

• cooperation in solution of scientific projects of research workers of University

* assistance and tuition of student thesis
* maintenance and servicing of magnetic tape units

**Languages**

Russian State exam level C1

German State exam level C1

English in preparatory course to state exam B2

Polish M husband is Pole and building inspector,,often we go to Poland

**Working with PC**

MS Word and MS Excel in high level, creation of macroinstructions, programm for presentation PowerPoint,

graphic programms Corel and Photoshop, basic knowledge for working with operating system Linux, translation with CAT tool Trados Studio 2015.

**Special**

Member of Unity of Interpreters and Translators Prag

Driving licence B

Glider pilot licence

Scorer licence of 1. Class for glider competitions, active working at local, republic and international competitions

In Dvůr Králové nad Labem dne 3.6. 2016

Eva Hořejší