

PERSONAL INFORMATION



JUDr. Klára Žejdlová

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WORK EXPERIENCE

26/06/2015–Present

Certificated translator Italian/Czech

01/04/2000

Translator and Interpreter**ITA - CZE - SLK****Translating:**

- law and patents (contracts, judgments, correspondence)
- business (contracts, correspondence, marketing, negotiation)
- electronics and mechanics (manuals of use)
- tourism (brochures, web sites)
- other (history, certificates, narrative, jewellery, textile)
- books - history, art and crafts, cookbooks (publishing houses Euromedia and Fortuna Libri)

Interpreting:

- business meetings, fairs
- press conferences (football - European League, Champions League)
- entertainments (twinning meetings, theatre, film)
- tourism (travel guide)
- interpreting by phone (especially resolving business problems)

01/04/2010–Present

Guide

Pro Loco Itri, Itri (LT) (Italy)

guide in a Museum of Brigands and in a medieval castle, accompanying of delegations, preparing degustations

28/05/2013–31/08/2014

Business professional

MSP s.r.l., Itri (LT) (Italy)

management of the company, administration, accountancy

01/11/1999–31/01/2003

Legal practice

JUDr. Aleš Žejdl, Nový Bydžov (Czech Republic)

private and family law (divorces, agreements private contracts); business law (foundation of companies, contracts, agreements, debt recovery); international law (relations with Italy)

01/06/2000–30/09/2000

Legal practice

Studio legale associato Cecchinato - Geremia, Portogruaro (VE) (Italy)

bases of Italian private and business law (contracts, companies)

EDUCATION AND TRAINING

08/12/2014	<p>General state exam of Italian language - special for interpreters - C2 State school of languages, Prague (Czech Republic)</p>	
01/12/2011–31/01/2013	<p>Course of Self-employment Regione Lazio, Latina (LT) (Italy) basis of self-employment, marketing, web-marketing, accountancy, making business plan and Grant graphics</p>	EQF level 5
01/01/2000–08/03/2001	<p>Advanced Master degree (JUDr.) Charles University, Law Faculty, Prague (Czech Republic) Czech and Italian international private law</p>	EQF level 7
01/05/2000	<p>General state exam of Italian language Státní jazyková škola Praha, Prague (Czech Republic) general exam of Italian language - C1</p>	EQF level 5
01/11/1999–28/02/2000	<p>Exam of Italian language - advanced level Università Ca'Foscari, Venezia (Italy)</p>	EQF level 4
01/09/1994–30/09/1999	<p>Masters degree (Mgr.) Charles University, Law faculty, Prague (Czech Republic) Czech law - private, commercial, penal, public, administrative, constitutional, international, religious; international law - private, public, transport; Italian law - international private, private, commercial; law history and roman law; rhetoric; English for law</p>	EQF level 6

PERSONAL SKILLS

Mother tongue(s) Czech

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
Italian	C2	C2	C2	C2	C2
	General state exam of Italian language - advanced level Exam of Italian language - advanced level				
Slovak	C2	C2	C2	C2	B2
English	B2	B2	B2	B2	B2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills

- communication abilities
- adaptability (due to working and living in different countries)
- team work with team leading when necessary
- diplomatic abilities

Organisational / managerial skills

- good team leader
- organization abilities

- management abilities

Job-related skills

- preparing business plan (making a course in Italy)
- negotiation (due to work as a lawyer)
- rhetoric (university course)

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem-solving
Proficient user	Proficient user	Independent user	Independent user	Independent user

Digital skills - Self-assessment grid

- Microsoft Office 2016
- Zoner Photo Studio 17
- SDL Trados 2019 (translating CAT Tools)
- internet

Driving licence A1, B