

CURRICULUM VITAE

Zuzana Šrámková

Born: 15. 2. 1982
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Education:

2012 – 2015 – Charles University in Prague, Faculty of Social Studies, Territorial studies
1996 – 2002 – Slovanské gymnázium Olomouc, , Franco-Czech section, bilingual studies

Employment history:

12/2008 – 4/2012 LMC s. r. o.

Website controller

- Regular control of websites and web applications
- Reports about errors.
- Communication with the IT department

10/2004 – 05/2014 Maternity leave

2006 – today Translating/interpreting services Eng – Cze, Cze-Eng

- European regulations
- Judgments and criminal protocols
- Technical manuals
- Interpreting at Agro-Physiology Symposium in Prague 2013
- Interpreting for Constantin Entertainment in September 2015

9/2003 - 9/2004 Axios s. r. o.

Personal assistant to the company director

- Administering job applications data
- Managing correspondence
- Administrative support of the director
- Preparation of documents for business meetings

Language skills

English – advanced, CAE

French – intermediate, bilingual graduation

Computer skills

MS Office, Internet, Linux

Driving licence:

B category, active driver

Characteristics and hobbies

I am communicative, responsible and creative person, deeply interested in international relations and diplomacy. I like to meet new people and learning new things. I like history, creative activities, sports and reading.