

RESUME



Monika Rijáková, M.B.A.

Date of birth: 06.05.1981

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Education:

Educational attainment:	Master degree
2003 – 2009	City University of Management Bratislava, Slovak Republic Graduation, 2006 MBA degree, April 2009 Department: General management
1995 – 1999	Business High School Trnava, Slovak Republic Educational terminated with graduation.
1997 – 1998	Lake Mills Community High School Iowa, USA Education terminated with graduation.
1987 – 1995	Primary School Trnava, Slovak Republic

Certificates:

2001 – 2002	IEP Certificate City University of Management Bratislava, Slovak Republic
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Working experiences:

May 2017 -	Interpreter in Fremach, Trnava (interpreting and translating of documents) MiaMon, s.r.o. Trnava, Slovak Republic
January 2015 -	English teacher in UJD, Trnava International House, s.r.o. Bratislava, Slovak Republic
September 2012 -	English teacher in English School MiaMon s.r.o MiaMon, s.r.o. Trnava, Slovak Republic
January 2015 – December 2017	English teacher in Enel, Jaslovské Bohunice International House, s.r.o. Bratislava, Slovak Republic
2014 – 2016	English teacher in Dalkia/ Veolia (Sloveo), Trnava Berlitz Slovakia, s.r.o. Bratislava, Slovak Republic

2014 – 2016	English teacher in Janssen, Trnava Berlitz Slovakia, s.r.o. Bratislava, Slovak Republic
November 2012 – 2014	English teacher in company The Labor Inspectorate, Trnava Knowledge Center ETC company, a.s. Trencin, Slovak Republik
October 2011 – Jun 2012	English teacher in company Termomont, Biely Kostol Knowledge Center VaPC, a.s. Trencin, Slovak Republic
2010 - 2012	English teacher in company Chvb, Jaslovské Bohunice Knowledge Center VaPC, a.s. Trencin, Slovak Republic
2010 - 2011	English teacher in Enel, Jaslovské Bohunice Perspektiva SK, s.r.o. Bratislava, Slovak Republic
2005 -	Waitress, Supervisor, Saleswoman Café Rijak, Pension Luxor, Wedding Salon Luxor Trnava, Slovak Republic
2009 – 2011	English teacher – Railway of Slovak Republic, Trnava Knowledge Center VaPC, a.s. Trencin, Slovak Republic
April 2007 – January 2009	Management Assistant Fremach Trnava Trnava, Slovak Republic

Responsibilities: Archiving of normative as well as legislative documents, documentation of incoming and out coming mail, taking care about visitors, car park, accommodation, flight tickets, internal and external communication. Further, disposal with cash. Moreover, to purchase non-technical material and communicate with suppliers and developing advanced relationship.

Further, to deal with insurance event and marketing as advertising and HR activities as organizing company's events and team building activities as well as purchasing of working clothes for production workers. I was also providing support to HR manager in form of reporting and organizing the communication flow between HR manager and production workers. Moreover, participating in interview with potential employees.

Effective organizing of non-technical warehouse. Taking notes from morning meetings and participating on management meetings. I was also a member of 5S team as well as ISO and TS certification team. Moreover, responsibilities include handling incoming telephone calls, taking messages, preparing time schedules and organizing all task related to office management and time management.

December 2005 – March 2007	English teacher in Jasloveské Bohunice Knowledge Center VaPc, a.s. Trencin, Slovak Republic
Jun 2004 – October 2004	Hostess – part time job Charlie Steak House Florida, USA
Jun 2004 – October 2004	Waitress Sizzler Restaurant

Florida, USA
Full time employment

2004 – 2006

Waitress
Café Corner
Trnava, Slovak Republic

July 2003 – October 2003

Saleswoman
Bern, Switzerland
I was selling food and beverages.

Skills:

Language skills:

Slovak language: mother language

English language: fluent, active, written and spoken form

German language: passive

Office skills:

Typewriting and accounting.

Computer skills:

Microsoft Office, Power Point, Internet, Excel, Microsoft Project and Exact, Opera.

Another knowledge, skills and interests:

- practical experience in company management and team leading:
family business - Café Rijak, Pension Luxor ***, Wedding salon Luxor, Rent Car Ing. Riják
- experience in different areas of hospitality also in foreign countries
- pleasant and representative appearance
- dynamism, flexibility, aesthetic sensibility
- excellent communication skills
- ability to accept new information
- strong interest in field work
- willing to learn new things
- good time management

Driving license: A, B

Activity and Hobby:

- Continued improvement in English language through teaching
- Different sports as tennis, golf, snowboarding, dancing

Job search

Work place:

Trnava, Bratislava and surrounding area

Working area:

Administration and management.

Focus of employment:

human resources, marketing, convention, PR, assistant, office management

Employment type:

full-time, part time...

Possible start: asap