

# JIRKA HANKA

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I am an all-around professional with 20 years of experience in various fields, including management, marketing, translation, writing, and photography. As I am originally from Prague, Czech Republic, and have lived my adult life in English-speaking countries, I read, write, and speak both English and Czech at a native level.

In the world of the written word, I am an experienced translator, editor, and copywriter. I am also a practiced CAT tool user. When it comes to translation, creative, marketing, and business texts are my forte.

I am a fast learner with a positive attitude, flexible, have excellent communication & organizational skills, attention to detail, and high capability to adapt and blend into different working environments.

## WORK EXPERIENCE:

### **2002 - Present** **Freelance Translator**

As a freelance translator, I specialize in translating marketing, creative and business texts, but have also localized other content. Currently, I mostly translate, edit, and post edit for several localization companies and their clients (including Google, Nike, Puma, and others), and a few direct clients.

### **2019 - 2021** **Manager** **The Cheese Press - Cafe & Specialty Food Shop** **Ennistymon, Ireland**

The Cheese Press is a social, cultural & foodie institution in the West of Ireland, which I jointly led. I interacted meaningfully with customers and suppliers and I also focused on writing various policies and procedures to put systems in place and improve business. During my time in the company, I oversaw the opening of a new shop, which turned out to be a huge success and helped increase business by more than 100%. We also won the 'The Best Cheese Toastie in Ireland' award in The Irish Times.

### **2010 - 2018** **Business Owner / General Manager** **Taste Matters restaurant** **Loughrea, Ireland**

Having a restaurant was a dream of mine since childhood and I decided to leave my banking career in Singapore to follow and fulfill this dream. With no prior experience, the restaurant became the local hot spot within a few months of opening, during the recession. In the next couple of years, it collected various awards (e.g. The Best Casual Dining at Irish Food Oscars 2015 & 2016) and people were coming from all over the region to dine with us. Our sales increased by over 50% year to year. Here I learned the skills of content marketing in traditional and social media and food photography. I have also written contributions for local lifestyle magazines and newspapers.

### **2007 - 2010** **Investor Services Assistant Manager** **HSBC Institutional Trust Services (Singapore) Limited** **Singapore**

In my three and half years in Asia, I worked as the main contact for various Hedge Fund Managers and their investors. A large part of my job was reviewing business and legal documentation to assist the investors. This taught me to cut through the jargon and obtain the relevant information efficiently. A big achievement during this time was the Fund Administrator of the Year award for my department.

**2005 - 2007**

**Investor Services Officer  
HSBC Securities Services (Ireland) Limited  
Dublin, Ireland**

This was my first experience in banking. I worked in the back-office spending most of my time reviewing and processing fund documentation and liaising with the front office to clarify issues or request additional documents. Here I improved my knowledge of business & legal language, teamwork, and communication.

**2002 - 2005**

**Purchasing Manager  
FEMAX Trading, spol. s r.o.  
Prague, Czech Republic**

I was responsible for the purchasing department of one of the largest housewares companies in the Czech Republic and Slovakia, sourcing products from all over Europe and Asia and selling them in the Czech Republic and Slovakia. I was responsible for products from their selection to delivery, as well as handling claims and everything in between, including communication with suppliers, artwork, translation, price calculation, logistics, and payments. A significant share of my job was dedicated to the translation of products and manuals from English into Czech.

## **OTHER WORK EXPERIENCE:**

**2016 - 2017**

**Director/ Member of Board of Management  
Loughrea Family Resource Centre  
Loughrea, Ireland**

During my time as a restaurant owner, I was asked to take the position of Director/ Board member in a local Family Resource Centre, a state-supported charitable organization serving local communities. This was a unique and new experience for me and it taught me how a such organization works and supports the people and families in the area through its charitable activities. I brought my business, organizational, and communication skills to the table and helped represent the Centre, direct its affairs and make decisions on its behalf. During my time as Director, we have completed the development of a new building for the Centre.

## **EDUCATIONAL DETAILS:**

2002 - 2005	Anglo-American University, Prague, Czech Republic (Business Administration)
2001 - 2002	Cambridge International College, Perth, Australia (First Certificate in English & Multimedia)
1997 - 2001	Economic & Business College, Prague, Czech Republic (Business & Economics)

## **HOBBIES & INTERESTS:**

I am enthusiastic about a healthy lifestyle, cooking, exercise, nutrition & self-development.