



Europass Curriculum Vitae

Personal information

First name / Surname / Titel
Lucie Pribylova Janku, DiS.
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E-mail blogin@email.cz
Nationality Czech
Date of birth 23.06.1983
Gender female

Work experience

Ongoing

Occupation or position held Social Media Specialist and Translator with German and English
Name / address of employer ISCARE IVF, Jankovcova 1569/2c, Prague 170 04, Czech Republic
Main activities and responsibilities Translations of websites, documentations, product information, copywriting, postediting, flyers, texts Czech – German - English
References www.mdg-servis.cz, www.partnercis.cz, www.iscare.cz, www.parfumzentrum.de, www.aboutyou.cz, etc.

Dates 2015-2021

Occupation or position held Content Manager DE-CZ
Main activities and responsibilities Translations of product description DE-CZ, copywriting, translations, web content administration, social media content coordination.
Name / address of employer ABOUT YOU AG & Co. KG, Domstraße 10, 20095 Hamburg, Germany
Type of business or sector E-commerce

Dates 2013 – 2015

Occupation or position held Foreign Patient Coordinator
Main activities and responsibilities E-mail and phone communication with patients, selling products to German and English clients, organization of transfer/accommodation, translations, web content administration, social media coordination, invoicing.
Name / address of employer ISCARE IVF, Jankovcova 1569/2c, Prague 170 04, Czech Republic
Type of business or sector Clinical healthcare centre

Dates 2010 – 2013

Occupation or position held Account Manager with German
Main activities and responsibilities Sales management, Customer Service, Logistics, Marketing, Accounting, Team Leader. Leading a team of three customer service representatives, accounting and invoicing

activities, cooperation with accountants and lawyers, managing logistics and marketing, controlling sales, maintenance of orders from shops as different sales platforms. Reporting to CEO.

Name / address of employer ZNZ electronics s.r.o., Trojanova 4, 120 00 Prague, Czech Republic

Type of business or sector Online shops with cosmetics, perfumes and contact lenses

Dates 2009 – 2010

Occupation or position held Customer Service representative with German

Main activities and responsibilities IT Service desk, specialized tasks in telecommunications

Name / address of employer CSC, Radlicka 751/113e, 158 00 Prague, Czech Republic

Type of business or sector IT Company

Dates 11/2008 – 12/2008

Occupation or position held Substitute of the Main cashier

Main activities and responsibilities Main cashier office actions, office management, HR

Name / address of employer Peek&Cloppenburg, Na Pankraci 86, 140 00 Praha 4, Czech Republic

Type of business or sector Commerce

Dates 01/2008 - 10/2008

Occupation or position held Partner Assistant

Main activities and responsibilities Administration and cooperation with one of the main law office partners, invoicing, organization of seminars, mail

Name / address of employer Gleiss Lutz, Nam. Republiky 1a, 110 00 Praha 1, Czech Republic

Type of business or sector Law office

Dates 2007 – 2008

Occupation or position held Customer service representative with German

Main activities and responsibilities Customer service, HR outsourcing project activities, reporting, and knowledge transfer. Place of work Hamburg, Germany

Name and address of employer Accenture, V Parku 2316/12, 148 00 Praha, Czech Republic

Type of business or sector Outsourcing

Dates 2006

Occupation or position held Au-pair and Travel agency assistant

Location Italy – Bologna/Udine/Sardegna

Dates 2004

Occupation or position held Call center agent – student job

Main activities and responsibilities Active/passive telemarketing

Name / address of employer Telesophie, 28. pluku 483/11, 101 00 Praha, Czech Republic

Type of business or sector Call center

Education and training

Dates 2020

Title of qualification awarded The Science of Wellbeing and Happiness

Name of organization providing education Yale University

Dates 2008

Title of qualification awarded Certified user MS Word and MS Excel

Name of organization providing education Softcom GmbH

Dates 2003 - 2006

Title of qualification awarded Certified specialist in physical therapy

Name of organization providing education Střední a vyšší soukromá zdravotnická škola Mills

Dates 1999 - 2003

Title of qualification awarded A-Levels – Czech and Austrian

Name of organization providing education Austrian grammar school in Prague, o.p.s.

Dates 1994 - 1999

Name of organization providing education Basic school E.Benese Varnsdorf

Dates 1989 - 1994

Name of organization providing education Basic school Diedorf, Germany

Personal skills and competences

Mother tongue(s) **Czech**

Other language(s) **German, English, Italian**

Self-assessment **Understanding / Speaking / Writing**

Mother tongue(s) **czech**

Other language(s)

Self-assessment

European level (*)

German

English

Italian

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user
B2	Independent user	B2	Independent user	B2	Independent user	B2	Independent user	B2	Independent user
A2	Basic user	A2	Basic user	B1	Independent user	A2	Basic user	A1	Basic user

(*) Common European Framework of Reference for Languages

Social skills and competences

Ability of adaptation in multicultural environment, team work, experience in customer service, communication skills, proactivity, goal oriented, responsibility, stress resistance, positive mind

Computer skills and competences

Microsoft Office, SAP, Administrator tasks, Remote control etc., Helios Orange, Ebay, Amazon

Driving license B

References

Zdenka Ficalova (Team leader), Accenture Services

Lukas Nemecek (CEO), Znz electronics

Veronika Sicova (Office Manager), Gleiss Lutz

Stepanka Liskova (Operations Manager), CSC

Jiri Schweitzer (Operations Manager), ISCARE a.s.