



Europass Curriculum Vitae

Personal information

Surname(s) / First name(s) **Krupicka Jan**
Telephone(s) Home: 01747 830 706 Mobile: 07856 547 258
E-mail(s) krupier2@centrum.cz
Nationality Czech
Date of birth 24/04/1980
Gender Male

Work experience

Dates	April 2007 – presence
Occupation or position held	Freelance translator
Main activities and responsibilities	Texts translations – legal, economical, financial, technical, general
Name and address of employer	GlobalTranslations, s.r.o., Politických veznu 14/915, Pasaz Jiriho Grossmanna, 110 00 Prague 1, Czech Republic, reference: Jana Frydryskova, tel.: + 420 224 239 515, globtran@globtran.cz
Name and address of employer	CEET, s.r.o, Jablonova 445, 460 12 Liberec, Czech Republic, reference: Roman Opat, tel.: +420 774 960 971, roman.opat@ceet.cz
Name and address of employer	Mgr. Mariya Kagusheva, Gerska 36, 323 00 Plzen, Czech Republic, reference: Mgr. Mariya Kagusheva, tel.: +420 776 116 702, kagusheva@seznam.cz
Name and address of employer	ANoss, Zelenecská 53, 198 00 Prague 9, Czech Republic, reference: Jiri Masek, tel.: +420 246 037 302, info@osud.cz
Dates	02/01/2007 – presence
Occupation or position held	Telephone Interpreter
Main activities and responsibilities	Telephone interpreting for UK Governmental offices' clients with limited English proficiency
Name and address of employer	LLE – Language Services, 1627 K Street NW, Suite 610, Washington, DC 20006, USA, reference: Melisa Bell, tel.: 001-202-775-0444, mbell@lle-inc.com
Name and address of employer	thebigword, Well Court, 14-16 Farringdon Lane, London, EC1R 3AU, UK, reference: Samina Bari, tel.: +44 (0)20 7307 8867, samina.bari@thebigword.com
Dates	03/01/2007 – 21/03/2007
Occupation or position held	Sales Technical Assistant
Main activities and responsibilities	Technical and sales support to existing customers, research and acquisition of potential customers, supplier and subcontractor communication, processing of business cases, price calculations, served destinations: UK, Ireland, France, South Africa, reference: Don Reed, tel.: +44 (0)1628 669 977
Name and address of employer	Thermotec Systems Ltd, 12 Progress Business Centre, Whittle Parkway, Slough, Berkshire SL1 6DQ
Dates	10/08/2006 – 11/11/2006
Occupation or position held	Telesales Executive

Main activities and responsibilities	Research potential community directory customers through yellow pages, internet, local magazines, cold call prospects keeping clear records of all prospects contacted with results, meet with prospects who have expressed an interest in advertising in a given community directory, reference: Stephen Antonson, tel.: +44 (0)20 8995 8974
Name and address of employer	Adrem Contracts Ltd., Annandale Studios, Annandale Rd., London W4 2HE UK
Dates	31/07/2005 – 28/07/2006
Occupation or position held	Personal and administrative assistant to my physically disabled father
Main activities and responsibilities	Physical and personal care of my father, a private accountant, administrative and legal assistance
Name and address of employer	Jan Krupicka, Zahradni 5188, Chomutov 43004, Czech Republic, reference: Jan Krupicka, tel.: 00420 602 489 973, ucto.krupicka@seznam.cz
Dates	01/02/2005 - 31/07/2005
Occupation or position held	Sales Manager for Eastern Europe
Main activities and responsibilities	Business relation to the mother company, supplier communication, processing of inquiries, quotations and purchase orders, organising and carrying out business trips and negotiations, served destinations: Czech Rep., Poland, Slovakia, former USSR countries, new customers acquisition in the region of Eastern Europe
Name and address of employer	VeMa, s.r.o., Vysoka Pec 144, 431 59, Czech Republic, reference: Michaela Sabachova, tel.: 00420 474 687 048
Dates	01/02/2003 - 31/01/2005
Occupation or position held	Export Sales Manager Assistant
Main activities and responsibilities	Maintaining and developing business relationships of a production company and its customers, processing of quotations, purchase orders and complete business cases, hosting business partners in the company facility, organizing and attending business trips, new customers acquisition, technical and business translating and interpretation, served destinations: EU, Turkey, Iran, Ecuador
Name and address of employer	Valcovny Trub (Tube mill) Chomutov, Libusina 4778, Chomutov 43111, Czech Republic, reference: Ing Tomas Valenta, tel.: 00420 474 641 111, valenta@vtchomutov.cz
Dates	September 1998 – June 2002
Occupation or position held	Teacher of English, translator and interpreter
Main activities and responsibilities	Teaching English of all levels business, legal and technical translating and interpretation
Name and address of employer	Various companies

Education and training

Dates	September 1998 – May 2002
Field of study	Diplomatic services and Public Relations
Name and type of organisation providing education and training	School of International and Public Relations Prague, college
Dates	September 1997 – June 1998
Field of study	One year academic stay, general
Name and type of organisation providing education and training	Taconic High School, Pittsfield, MA, USA
Dates	September 1994 – June 1997
Field of study	General
Name and type of organisation providing education and training	Gymnazium Chomutov, Secondary school
Dates	September 1988 – June 1994
Field of study	Language class, Russian language for three years, English language for three years

Name and type of organisation providing education and training 2nd Basic school of Chomutov

Personal skills and competences

Other language(s)

Self-assessment

European level (*)

Understanding

Listening

Reading

Speaking

Spoken interaction

Spoken production

Writing

Slovak

B1 Independent user B1 Independent user B1 Independent user B1 Independent user B1 Independent user

Russian

B1 Basic user B1 Basic user B1 Basic user B1 Basic user B1 Basic user

English

C1 Proficient user C1 Proficient user C1 Proficient user C1 Proficient user C1 Proficient user

Spanish; Castilian

A1 Basic User A1 Basic User A1 Basic User A1 Basic User A1 Basic User

German

B1 Independent user B1 Independent user B1 Independent user B1 Independent user B1 Independent user

Czech

C1 Proficient user C1 Proficient user C1 Proficient user C1 Proficient user C1 Proficient user

(*) Common European Framework of Reference (CEF) level

Social skills and competences

Counsellor at orphanage summer camps, English teacher to children of age 8 - 15

Organisational skills and competences

Loads of self-organized travels, participated on organization of various conferences and exhibitions (IMF and WGB conference Prague 2000, ELEC conference Prague 2001)

Technical skills and competences

Wide technical translations experience, have worked in a heavy industry environment

Computer skills and competences

Experienced pc user - MS Office, internet, dbase systems, Sage, Act

Other skills and competences

Interested in different cultures, travelling, literature, IT technologies, pets

Driving licence

A1, B

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