

Ukázka životopisu v AJ

Bc. Jana Procházková

Personal details:

Address Hájkova 8
 Praha 3, 130 00

Tel. 123 456 789

E-mail j.prochazkova@seznam.cz

Date of birth 25 Nov 1982

Marital status Married

Working experience:

2010 – now Fisher Travel Agency Prague

Assistant to the marketing department

- Producing & analyzing sales figures, reporting them to marketing managers
- Assisting the marketing team with day to day administration duties
- Maintaining & updating the company's website & social media
- Coordinating telemarketing activities
- Assisting in organizing promotional events
- Booking advertisement space with newspapers & websites
- Producing and publishing online marketing materials

2006– 2010 Fisher Travel Agency Prague

Assistant

- Communication with hotels and airlines
- Making travel and meeting arrangements
- Working with the sales team to maintain and update price lists
- Administrative support to the manager
- Preparing reports

2003 – 2005

Hotel Maria

Prague

Receptionist

- Checking-in and checking-out of the guests
- Organizing trips for the guests
- Answering guests' questions

Education:

2001 – 2004 University of Economics, Faculty of International Relations, Prague

Bachelor's Degree in Tourism

1997 – 2001 Business Academy Heroldovy Sady

Courses, Trainings:

5/2015 Promotion on Facebook

9/2014 Time Management Training

2/2013 Marketing Communication

Skills:

Excellent organizational skills

Advanced communication skills

Language skills:

English – advanced: active in speech and writing

German – intermediate

Computer skills:

MS Office (Word, Excel, PowerPoint) – advanced user

Driving license:

Category B (active driver)

Interests:

self-improvement books, photography, jogging, swimming

References:

Ing. Jan Svoboda, Marketing Manager at Fischer Travel Agency

E-mail: jan.svoboda@fisher.cz

I will be happy to provide more references on request.

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