

# Jitka Prikrylova

CURRICULUM VITAE

## WORK EXPERIENCE

8/2019–7/2020 **JONCKERS, Brno** (Localization & Translation)

### Project Manager

- Project Management
- Communication with clients
- Communication with suppliers
- Creating POs, quotes, ISOs
- Process Setting
- Quality control
- Deadlines
- Corporate Environment

6/2018–7/2019 **Managing OWN PROJECTS, Brno**

### Project Manager

- New political blog from scratch
- Completed two websites inc. content
- Project Management for Miniland
- A book written / fiction

10/2013–5/2018 **LOWES, Sydney, Australia** (Menswear store)

### Study on college & Retail assistant

- Daily communication in EN
- Customer Service
- Administration & Banking
- Merchandising

1/2013–9/2013 **COPY GENERAL, Prague** (Digital printing)

### Key Account Manager & Projekt Manager & Marketing

- B2B Sales Management
- Projekt Management
- Marketing Product Specialist for personalized prints
- Sales calls with customers
- Market & Competition analysis
- Presentation
- Working on a budget

1/2000–12/2012 **FREELANCER & Cooperation, Brno, Prague**

### Marketing Manager, Project Manager, Graphic Designer

- Project Management & Documentation & Communication
- Marketing Management
- Team Leader of up to 10 people
- Presentation
- Market & Competition analysis
- Graphic Design
- Copywriting, PR articles, and blogs

## EDUCATION

2013/2018 **Mercury Colleges & Australian Academy of Commerce, Sydney, Australia**

### College – Business Management

#### Advanced Diploma of Leadership and Management

- Project Management
- Business Development
- Strategic Plan & Implementation
- Risk Management

## CERTIFICATIONS & TRAINING

- Professional Qualification of Project Manager with Certificate, EU, 10–11/2018
- Java Training, Introduction to Programming, 8/2018

## HOBBIES

- Book writing (fiction), 3 published
- Politics and blog writing
- Psychology
- Psychological experiments
- Criminology
- History
- Reality shows
- Stories (books, movies...)



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## CONTACTS

### SKILLS

- Communication skills spoken & written
- Combinational, strategic & analytical thinking
- Presentation
- Reporting & Documentation
- Process setup
- Quality control
- Organizational skills
- Planning skills
- Creativity & Innovation
- Ambitious & motivated
- Marketing, PR, copywriting
- Certificated Project Manager according to the professional standard of the CR & EU (2018)
- Team Leader
- Solitaire & Valued team member
- Driving Licence for a car
- Czech citizen (EU citizen)

### LANGUAGE

- English – level C1

### COMPUTER

- MS Office (Word, Excel, Skype for business, Teams, Outlook, PowerPoint, Project)
- ERP system (Galileo)
- Adobe (InDesign, Photoshop, Illustrator, Acrobat)
- Total Commander
- FTP
- WordPress

### AVAILABLE

- September 2020