

CURRICULUM VITAE

PERSONAL INFORMATION

Name and surname: Mgr. Marketa Vernerova

Www: <https://vernerovamarketa.wixsite.com/curriculum-vitae>

KEY COMPETENCES

Numerous working experiences (fruit picking, skills acquired through manual and assembly work). Vocational knowledge and experiences in the fields of humanities (education, social field), very good knowledge of graphic design (design of printed materials, internet presentations, logotypes). Above standard work with computer. Administrative skills: Managing administrative activities (management of partnership contracts and finances). Good at information processing (processing of searches, surveys).

Good work habits, diligence, accuracy. Great communication skills (dealing with customers in the area of business, with clients of social facilities and with the target group of children and youth). Organizational skills, analytical thinking, attention to detail, meticulousness, time reliability, conscientiousness, ability to make decisions, creativity, willing to learn and develop.

WORK EXPERIENCE

05/2021 – present	Creative Graphic Designs Creative designs of logotypes, corporate and printed materials, electronic banners, and individual graphic elements. An example is available at the reference site: https://vernerovamarketa.wixsite.com/art-works
05/2021 – 02/2021 Occupation: Job description:	Trelleborg Wheel Systems Czech Republic a.s., The Czech Republic <i>Tire assembly</i> Assembly of motorcycle tires.
10/2018 – 12/2019 Occupation: Job description:	Makro Cash&Carry s. r. o., wholesale chain, The Czech Republic <i>Picker</i> Completion of customer orders: picking of goods at the store (especially food, cosmetics and detergents ware) according to the customer orders. Recording of goods by hand scanner. Folding and packing goods for further transport. Communication with customers.
12/2012 – 05/2013: Occupation: Job description:	Alza.cz, electronics store, Prague, The Czech Republic <i>Telephone business support</i> Providing advice to customers in the field of computers and small electronics. Handling customer inquiries about the status of based orders.
03/2011 – 05/2012: Occupation: Job description:	Czech Chamber of Commerce, Institution associating entrepreneurs, Prague, The Czech Republic <i>Marketing officer</i> Design and processing of printed and promotional materials, evaluation of surveys and competitions, administration of partnership contracts, administration of the department's budget, cooperation with the distribution company and publishing houses, cooperation in the preparation and coordination of events and training, responsibility for the administration of the department, arranging meetings, administration and registration of warehouse management.
2008 – 2010: Occupation: Job description:	People and Opportunities s.r.o., employment agency, Prague, The Czech Republic <i>Creative graphic designer</i> Project management of new company visual communication, graphic design, administration.

EDUCATION AND QUALIFICATIONS

2005 – 2009: Field of study: Degree level:	Tomas Bata University in Zlin, Faculty of Humanities <i>Social pedagogy</i> Master's degree (final state examination, comparable to the British QCF Level 7)
1999 – 2003: Degree level:	Secondary School of Pedagogy and Social, Zlin, The Czech Republic Education of preschool and younger school children

SKILLS

Computer knowledge	Excellent computer skills. Professional knowledge of an office and graphic software Microsoft Office, Adobe Creative Suite, Corel Draw, HTML, CSS, 3D rendering software.
Languages	English, level B1, intermediate

CERTIFICATES, COURSES

2018:	Retraining Course:
Field of study:	<i>Graphic designer</i>
Degree level:	Certificate of course completion.
2005:	English language course:
Field of study:	One year English language study at language school Lingua Zlin.
Degree level:	Cambridge English Exam (Preliminary English Test Certificate).

VOLUNTEER ACTIVITY

09/2012 – 06/2013:	People in need Czech republic , non-governmental, non-profit organization, Prague.
Occupation:	Voluntary tutor, target group of the Roma family, tutoring of 8th grade pupil.

INTERESTS

Information technology, photography, graphic design, travelling.

The Czech Republic, 3rd March 2022

Mgr. Marketa Vernerova