Jana

Jana.339621@2freemail.com



**Work Experience**

*10/2012 - 11/2015* *Prague*

**Back office Manager**

Schindelar BMW group s.r.o.

*Tasks/Achievements*

 Management of the overall office responsibilities including executive & other staff members Marketing the brand to internal customer base ie: creating campaigns & emailLiaising between different external agencies to complete certain tasksStock Management for warehouse & service center

 Order placement between BMW Munich, Central, & local officesUsing a range of office software, including email, spreadsheets and databasesManaging filing systemsImplementing new administrative systems, such as record managementRecording office expenditure and managing the budget

**Skills & Competences**

Teamwork Customer service

Project Management Operations Management

Microsoft Office Negotiation

Team leading Procurement

**Internships**

Marketing Training Executive, Diplomatic Academy Czech

Republic (3/2013 - 6/2013)

 Diplomatic engagement and help agenda building, event planning and execution, day to day back office management

Research Executive, European Parliament Strasbourg (5/2014 - 5/2016)

 Supervising a team of 10 peopleParticipation in research projects on particular topicsTaking lead & supporting youth programs

*6/2016 - 7/2016* *Dubai*

**Personal Assistant**

Pyramid Metal Trading

*trading company Tasks/Achievements*

 monitoring and responding to your boss's email,answering calls and liaising with clients competentlypreparing correspondence on your boss's behalfdelegating work in your boss's absencediary managementplanning and organizing meetingsorganizing travel and preparing complex travel itineraries

**Languages**

English German

*Expert* *Intermediate*

Czech

*Native or Bilingual*

**Interests**

Traveling, dancing, snowboarding, hiking, reading

**Education**

*10/2012 - 6/2015* *Prague*

**Bachelor's Degree**

Metropolitan University Prague

*Courses*

 International Relations and

european studies

*10/2015 - Present* *Prague*

**Master's Degree**

Metropolitan University Prague

*Courses*

 International Relations and

european studies