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PETRA

**Email:** **petra.347871@2freemail.com**

**OBJECTIVES**

To enhance my personal ability as a person to bring out my efficiency and sense of responsibility towards my career. I assure you that I would confidently carry out my duties and responsibility entrusted to me, in a professional manner and enthusiastic, hard work, flexible, self-discipline and hospitality.

**Work Experience**

**Shop Assistant, Administration, windows dresser**

**Jan Garabas- Art and Antiques**

**International Sales of Antiques and Art- Antik (Arts & Crafts)**

**2002 - 2016**

**Duties and Responsibilities:**

* Email correspondence
* Cashier
* In-charge of our branch
* Purchase of Antiques Marketing
* Internet Sales
* Web **Design** of company page
* Visual merchandiser
* Windows dresser

**PERSONAL INFORMATION:**

 Birth Date : November 17,1981

 Birth Place : Litomerice city,Czech Republic

 Gender : Female

 Civil Status : Single

 Nationality : European

 Languages Spoken : English and Czech Language

**EDUCATIONAL BACKGROUND:**

**College:** Graphic and Web Designer

**Secondary: SOU School of History and Art Profum in Prague**

**Secondary:** Stredni Odborna Skola Umelecko-Prumyslna S.R.O., Podkovarska, 190 00 Prague 9.

 (1997-2001) Czech Republic

**Primary: 3.Základni škola v Lovosicich**  (1987-1996)

**Abilities: Strong Ability to solve practical problems effectively with internal and external customercommunicative superb proactive attitude to work like to learn new things. I am a well- rounded person I can manage my feelings and motivate myself towards my goals I have the ability to get along with the other people and the ability to fit into the work situation.**

**Interest:, Interior Design, Art, Fashion, Music, sports, Pc, traveling and getting to know more about Foreign Cultures.**

**SKILLS:**

Expert on Antiques Sales and Purchase.

**QUALIFICATIONS:**

* 2010 Graphics Worker,MS Office,Windows XP.
* 2010 Web Designer Programming of Web pages.
* 2004 -2006 course of technics of drawing and painting in atelier of Prof.

and Academic painter Jaroslav Klát,in Prague.

***I hereby certify that the above information are true and correct to the best of my knowledge and belief.***