Jan Chmelař

CONTACT

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EDUCATION

University of Economics, Prague   2013 — Present
Faculty of Business Administration

Master's Programme
Major: Corporate Finance and Management
Minor: Informatics in Business

University of Economics, Prague   2010 — 2013
Faculty of Business Administration

Bachelor's Programme
Corporate Finance and Management
Percentile: 92

First Certificate in English   2009
University of Cambridge

Grade A

IBM DB2 Academic Associate   2014
IBM

Certificate: *IBM DB2 Academic Associate in DB2 Database and Application Fundamentals*

WORK EXPERIENCE

Alviso Technologies s.r.o.   Sep 2014 — Present
IT Recruitment Researcher

At Alviso, we strongly believe in personal approach to both clients and candidates. Our clients are always top-notch companies in their respective fields of the ICT industry, working with unique, innovative and disruptive technologies. We seek the top-level candidates, provide them with career counselling and offer them a job that can change their career path.

I am a member of a team of 3 consultants and 2 researchers located in Prague, Czech Republic. I participate on the whole recruitment process life-cycle from understanding the client's needs, through identifying possible competitors and suitable candidates, to approaching the candidates and handling the process of interviewing and presenting the candidate.

I also visit technology related events such as MSD Tech Innovation Summit or Y Soft Technology Hour to keep an overview of the latest technologies and to stay in touch with the market.

Hays Czech Republic, s.r.o.   **May 2013 — February 2014**

IT Recruitment Researcher

I was working in IT Recruitment team within Hays Czech Republic. My daily tasks consisted of searching for and contacting candidates. I pre-screened resumes from job board databases, performed boolean searches in our internal database and directly addressed IT specialist using the Linkedin network.

I also helped our recruitment consultants interview the candidates and wrote various job adverts for our web page and job boards. Furthermore, I prepared detailed job descriptions based on our clients' requirements.
Apart from that, I conducted various market researches about salary ranges in IT industry or graduates' job expectations.

I gained invaluable overview of the IT industry, as well as practical experience about the whole recruitment process from the agency's side and many business related processes and practices.

Responsible for recruiting for the following positions:
- Developers: Java, PHP, Python, C#, ...
- DB experts: PL/SQL developers, ETL consultants, Oracle or MS SQL admins
- Testers: manual and automated
- Analysts: business, IT, DB, BI
- IT Security Specialist
- and more

LANGUAGE SKILLS

English: C1
German: A2
Russian: A1

INFORMATION TECHNOLOGY

MS Axapta 2009
MS Dynamics CRM
MS Sharepoint
IBM Cognos
Oracle SQL Developer
Sybase PowerDesigner
MS Office & Google Apps
@RISK - Monte Carlo simulation Excel add-in
Basics of MySQL, Oracle and DB2 DBs
Basics of SQL, VBA and Pascal
Basics of HTML, CSS and JavaScript
OS: Windows, Linux, Android

INTERESTS & OTHER EXPERIENCE

Technology
Economics
Passionate cook
Stage Technician at ZL Production s.r.o.