

Dominik Burget
90 Kirkwood Grove
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PROFESSIONAL EXPERIENCE

Serendipity, s.r.o. Consultancy
Project Manager www.ENAGO.eu
Jan 2016–now

I am responsible for the project of ENAGO (stands for European North American Grant Office)

The main activities of the organization:

*CSR & Grant Project Management

* interact with lawmakers and state authorities of the Czech Republic and European Union to create favorable conditions which support better use of information and communication technologies in the non-profit sector within and outside the Czech Republic

* bring together IT representatives from non-profit organizations and their partners

* obtain and share IT information from the non-profit sector and take advantage of the experience of its members in the field of IT

* on the basis of individual member requests, secure and arrange for their training and education in IT

* coordinate the exchange of IT experience/"know how" between local non-profit organizations and further cooperation with international organizations

* organize in whole or take part in the organization of conferences, conventions, seminars and working meetings

* organize contests with the goal of publicizing IT projects with the most benefit for non-profit organizations

Vize Project, s.r.o. PR agency
Consultant/Coach/Photographer
July 2014–Dec 2015

Media services/Publishing (Agrární Obzor, Potravinářský Obzor, Vinař-Sadař, Vše pro Zeleň, Pivní ročenka, Komunální Revue, Business Life...)

Focus on the agriculture/Food Industry/Science&Research/Patents

PR for the senator Jitka Seitlová (KDU-ČSL) and media outputs for the Czech Pirate Party

PR in agriculture – Syngenta, Kubota, PolAgro, Farnet, Pioneer, Monsanto

Euromedia Group, k.s. Publishing House
Area Sales Manager Moravia/ Obchodní Vedoucí Morava
Prosinec 2013 –Červen 2014

Responsible for the direct sales team Moravia in one of the biggest publishing houses in the Czech Rep.

Managing team of 15 sales reps. - 6 “mobile” book SRs
- 9 book consultants in NeoLuxor Book Stores

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Direct reporting the Sales Director in Prague
Acquisition of the new sales opportunities, finding new potential sales locations
Přímý reporting ředitelce obchodu do Prahy.
Responsible for planning and results of the whole team
HR management – Managing job interviews, building the sales team
Motivation and Team-building

OVB Allfinanz, a.s.

Financial Consultancy

Team Leader

June 2012 – December 2013

Building the client base and the team of consultants. Responsibility for 5 consultants, their planning, coaching, controlling and monitoring. Creating and following weekly and monthly goals. Regular member of the management counsel. Creating and keeping good relations with managers of partner financial institutions

Accomplishments

- The best personal production within regional directorate (Moravia) – August 2012
- 3rd the best team leader for 4th quartile 2012 (Olomouc, Prostějov)

Pure Brand Concepts, Prague Distribution of the bio, body&hair products

Key Account Manager

2011 - current (Partial Contract – 3 days a week)

Responsible for sales, of brands: Dermacura and Eco.kid, for Czech Republic & Slovakia. Start-up of new bio ecobrand to the market. Analysing of the market and applying of the sales strategies, preparing publicity information for various medias. Planning and managing of sales, direct responsibility for service and communication with accounts – pharmacies and specialized shops. Creating brand awareness, Communication and propagation with professionals within the health industry – dermatologists, doctors, pharmacists, etc. Presentations at professional event, B2B. Reporting directly to the English speaking company owners (UK).

Accomplishments

- Setting of the processes needed for running the operation -Implementation of the new brands to the market – establishing the first business partners
- Lecture for Doctors at the Dermatological Conference in Velké Losiny, Jan 2012 – “New approach in treating the skin diseases, such as eczema, psoriasis, skin allergies...”

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Ontran Technologies, Prague
Project Manager, HR Consultant
2011- 2011 Contract (6mths)

IT outsourcing solutions

Management of the project: “Requalification, certification, and placement of the graduates of the high schools and universities on the IT market” (8mil CZK a year)
B2B – Establishing the contact, negotiation and cooperation with the top market players offering IT jobs (such as Reiffeisen Bank, Ceska sporitelna, PPF, Deutsche Borse, Ness, etc.)

Recruitment of the IT specialists of all levels – from junior position to the top IT managers and developers for the “Ontran specialist database”.
Every-day Business Administration, direct reporting to the CEO. Close cooperation with marketing and technical team, member of the planning team.

Accomplishments

- Successful project resulting in placing 120 re-qualified IT graduates annually, in the financial institutions
- Putting together documentation for the strong project in cooperation with the schooling centre – successful donation from EU funds and successful start of the project.
- Setting up the team of 4 top senior IT specialists capable of building new financial institution systems, and setting up the banks from “the basement to the top” (All experienced 25+ years in IT, ex-CIOs of main global financial players: team capable of bringing in 1 mil CZK a month)

GRN Czech Republic, Prague
Recruitment Consultant
July 2010 – June 2011

Recruitment and HR services

Providing recruitment services for the corporate business partners, specializing in Entry-Senior level management in Information technology/Telecom, Banking & Finance, Legal, Business and Management Consultancy sectors. Scouting for the top professionals in the market. I was in charge of the IT desk, and cooperated with team on other sectors, such as Finance, Legal, FMCG, etc. Responsible for team of 2 search consultants.

Main accounts: Dell, Deutsche Borse, Tesco, PwC

Everyday meetings with candidates, business administration (Microsoft Office, CAPS database and management system). Reporting directly to the CEO (American).

Accomplishments

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- 17th best placement of the Month (March) within GRN network (over 152 offices worldwide-1000+ head-hunters) - Successful placement of the Finance Manager for Tesco
- Maintaining the good relations with established corporate clients

City Hall of Prague, Prague
Coordinator at PR department
March 2009 – July 2010

Responsible for preparation of international conferences at the City Hall, press conferences for medias, Council meetings, events at the Mayor's residency, etc.

(March 2008- May 2009 Travelling around the USA, Caribbean)

Donator o.p.s., Přerov non-profit organization
Communication Agent
Jan 2006 – December 2007

Working for non-profit organization concentrating on the social minorities within the Czech republic, funded by the US financial institution. Agent, as a "middle person" for communication in between the Czech company and the US, UK partners.
Also responsible for the translation of documentation from English to Czech, and vice versa. Obtained business VISA to the US based on the job. Close cooperation with the minority advisor of the Czech prime minister.

Slovakia Restaurant *****, Atlanta, GA, USA
Waiter
Summer 2006

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EDUCATION

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|------------------|--|
| 2007-2009 | University of Northern Virginia (UNVA) <ul style="list-style-type: none">- BSBA bachelor program (Business science & Business Administration)- Transferred from the Charles University |
| 2006.2007 | Law School of Charles University in Prague , Czech Rep. <ul style="list-style-type: none">- Master program of law and law science |
| 2005 | GED test (General Educational Development Diploma) <ul style="list-style-type: none">- Georgia high school equivalency graduation diploma |
| 2004.2005 | Tucker High School , Georgia, USA <ul style="list-style-type: none">- Senior as an exchange student |
| 1998.2006 | Grammar School (Gymnasium) Konice, Czech Republic <ul style="list-style-type: none">- Graduated with Honors |

Pre-career Achievements:

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|------------------|--|
| 1998.2003 | 1x Representing Grammar School Konice at the State Math competition
1x Representing Grammar School Konice at the State Czech language competition |
| 2004.2005 | Certificate for Distinguished Achievement in International Education and Understanding
(American Intercultural Student Exchange) |

LANGUAGES

- | | |
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| Czech | Excellent written and oral skills (native speaker) |
| English | Excellent written and oral skills (15 years) |
| German | Basic written and oral skills (4 years) |
| Russian | Basic oral skills |

Other Skills:

- | | |
|-----------------|---|
| Computer Skills | MS Office (Word, Excel, Power point, etc.), MS Money, |
|-----------------|---|

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Adobe Photoshop (CS 3, 4, 5), Corel, CAPS, Mac Systems
Internet
A, B

Driver's license

Hobbies:

Member of the Czech Pirate Party (Head of Media for KS Olomoucký region)
Photography – Semi-pro freelance photographer since 2009, Pirates (Czech PP)
Sports – Soccer (8 years active player), Tennis, Volleyball, Swimming, Bowling,
Snowboarding & Skiing...
Traveling, Dance, Culture, History, Movies, Fashion,
Learning new things, Meeting new people



REFERENCES

Available upon request