

CURRICULUM VITAE

Personal Information:

- **Name:** Ing. Jana Poupová
- Date and place of birth: 26.7.1993, Prague
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Education:

- September 2017 – February 2021: **Prague University of Economics and Business, Faculty of Business Administration**, main field of study – **Management**; minor field – **Multimedia communication**
- January 2018 – June 2018: **University of Stirling, Faculty of Business and Administration (Erasmus+ program)**
- 2013 – 2017: **Prague University of Economics and Business, Faculty of Economics**, main field of study – **National Economics**

Work Experience:

- November 2015 – present: photographer in eshop with antiquities – **eantik.cz (photographing and photo editing, web content editing, administrative work)**
- September 2019 - January 2020: organization of a movie festival **MultiFest.cz** for 250 students (**fundraising, production work, web content editing**)
- February 2019 – June 2019: **Czech Centre Budapest – internship in cultural management**
- July 2016 – September 2016: cashier in The Gardens Below Prague Castle
- August 2015 – September 2015: hostess for a language school Spěváček
- 2014, 2016, 2018: member of district electoral commission
- 2012 – 2014: private teaching of playing a flute
- 2012 – 2013: Central Bohemia Research Library in Kladno - coat check staff
- 2011: ROSA Kladno (Centre to help children in need) – taking care of handicapped children

Language skills:

- Czech: native
- English: C1; Cambridge First Certificate in English (FCE)
- German: A2
- Spanish: A1

Other knowledge and skills:

- Computer skills: Microsoft Office – Word, Excel, PowerPoint (advanced knowledge), Adobe Illustrator (basics), Inkscape (advanced knowledge), Zoner Photo Studio (advanced knowledge)
- Driving licence category B
- Digital photography and digital video course