

Trainee	Last name(s)	First name(s)	Date of birth	Nationality <sup>1</sup>	Sex [M/F]	Study cycle <sup>2</sup>	Field of education <sup>3</sup>
	Poupová	Jana	26. 7. 1993	Czech	F	EQF level 7	Management
Sending Institution	Name	Faculty/ Department	Erasmus code <sup>4</sup> (if applicable)	Address	Country	Contact person name <sup>5</sup> ; email; phone	
	University of Economics, Prague	FBA	CZ Praha09	W.Churchill Sq. 4, Prague 3, 130 67	Czech Republic	Klára Vítečková, klara.viteckova@vse.cz	
Receiving Organisation /Enterprise	Name	Department	Address; website	Country	Size	Contact person <sup>6</sup> name; position; e-mail; phone	Mentor <sup>7</sup> name; position; e-mail; phone
	Czech Centre	Czech Centre Budapest	Szegfű u. 4., Budapešť 1063, Maďarsko; budapest.czechcentres.cz	Budapest	<input checked="" type="checkbox"/> < 250 employees <input type="checkbox"/> > 250 employees	Lucie Orbók, director, <a href="mailto:orbok@czech.cz">orbok@czech.cz</a> , +36209347800	Lucie Orbók, director, <a href="mailto:orbok@czech.cz">orbok@czech.cz</a> , +36209347800

### After the Mobility

*Table D - Traineeship Certificate by the Receiving Organisation/Enterprise*


<b>Name of the trainee:</b> Jana Poupová
<b>Name of the Receiving Organisation/Enterprise:</b> Czech Centrum Budapest
<b>Sector of the Receiving Organisation/Enterprise:</b> PR & Marketing
<b>Address of the Receiving Organisation/Enterprise</b> [street, city, country, phone, e-mail address], <b>website:</b> Maďarsko, 1063 Budapešť, Szegfű utca 4., +36 1 462 50 66, <a href="http://budapest.czechcentres.cz">budapest.czechcentres.cz</a>
<b>Start date and end date of traineeship:</b> from 1.2.2019 – 30.6.2019
<b>Traineeship title:</b> graphics and cultural management
<b>Detailed programme of the traineeship period including tasks carried out by the trainee:</b> 1/2 -1/3/2019 introductory period (meeting the team, safety rules, office and half year plan) 1/3 - 15/4/2019 – coordination and promotion of the EUNIC Hungary event – international meeting of culture manager's (in cooperation with Oracle Cultural Network) 15/4/ 2019 -15/5/2019 coordination and promotion of the EUNIC Hungary event – Europe Day 15/5/2019 – 15/06/2019 data analysis and data visualisation (Czech Centre Budapest 2015 – 2019) 15/6/2019 – 30/06/2019 promotinal material for sponsors about Czech Theater Festival <b>General task during the whole internship:</b> <ul style="list-style-type: none"> <li>- administrative support of the agenda of the Czech Centre in Budapest;</li> <li>- assistant to the director during EUNIC Hungary presidency (taking minutes from a meeting, sending out agendas);</li> <li>- editing website of Czech Centre;</li> <li>- providing information to the visitors of Czech Centre in Budapest (front office worker);</li> <li>- photo and video documentation of the events;</li> </ul>
<b>Knowledge, skills (intellectual and practical) and competences acquired (achieved Learning Outcomes):</b> The trainee has gained practical knowledge in planning and organizing cultural events as well as got insight into cultural diplomacy of Czech Republic. Also, the trainee the role of team work and active contribution of each team member in the project. Last but not least, the trainee got familiar with Hungarian culture and surroundings contacts in her working sector – education and graphical design.

**Evaluation of the trainee:**

According to the projects, which Jana Poupová was leading, it is necessary to say that she is a very skilful co-worker and coordinator. Both her main projects (cultural manager's meeting and Europe Day) were creatively accomplished and made before all the deadlines. There was a clear idea, intensive cooperation with all team members and project partners. As for her designs and PR skills, those were made also on satisfactory level. In the other projects of Czech Centre, her input was also very effective. Jana Poupová is an active, initiative person with good communication skills and teamwork skills. Next to the creative side, I have to underline also language skills and IT and technical skills. Jana Poupová was a needed member of our team and with all her skills mentioned above, she will be a preferred candidate for future employers.

**Date:** 23<sup>rd</sup> August 2019**Name and signature of the Supervisor at the Receiving Organisation/Enterprise:**

Lucie Orbók, director

  
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