Ing. Michaela Stuchlíková - CV

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Portfolio: https://stumi.eu
Date of birth: 1984
City: Karviná

Education and training

1/2022 – 7/2022
VŠB – Technical University of Ostrava

Retraining course Objected oriented programming

- Web applications: HTML5, CSS3, JavaScript, PHP, React, Nette, Bootstrap
- Desktop programming languages: OOP in C# and Java
- Advanced technologies: reflexe, XML, vlákna, klient-server, delegáty, regulární výrazy, Spring, ASP .Net
- Mobile applications: Xamarin, Android Studio
- Databases: Access, Oracle, PL/SQL, MS SQL Server, MySQL
- Versing systems: Git, GitHub, Docker, Kubernetes
- Systems for administration and management in IT : ITIL, Jira
- Tests: Selenium a SpecFlow (Gherkin), Cypress, JUnit testy

9 – 12/2021
VŠB – Technical University of Ostrava

Pre-course for Object Oriented Programming

- Programming fundamentals of Visual Basic, C# and Java
- Administration fundamentals of Windows Server, MS-DOS and Linux

2009 – 2012
Silesian University in Opava, OPF Karviná

Master study programme Economy of Enterprise in Trade and Services

- Master's thesis: Switching from tax records to bookkeeping in HS system terms and conditions, Petr Helísek
- Profile subjects: Change management and project management
                         Bidding calculations in services   Management Accounting
                         Financial Planning and Budgeting   Strategic Management

2005 – 2008
Silesian University in Opava, OPF Karviná

Bachelor study programme Economy of Enterprise in Trade and Services

- Bachelor's thesis: Emerging firm's business plan
- Profile subjects: Controlling in In-House Management
                         Financial and Operational Analysis   Production Logistics
                         Statistical Methods for Economists   Accounting

11/2003 – 8/2004
Social-Administrative College, Institute of Lifelong Learning in Havířov

Retraining course Sales representative of a foreign company with experience in the company

1999 – 2003
Secondary School of Agriculture , SOU a U Český Těšín
Graduation exam in the field of Agro-entrepreneurship

Work experience

9/2012 – 1/2018
STUmi - Doubrava
Owner - OSVČ

- Fields of business: Accounting consultancy and Preparatory and Finishing Works.
- Accounting and tax advice to clients and small firms.
- Employee management and payroll agendas.
- Organisation, planning and supply of materials and equipment for activities.
- Administrative and accounting management of the firm - creating orders, invoices and claims.
- Communication with purchasers, suppliers and government departments.
- Creating a company profile - company logo, documents and business cards, creating and managing the company's website.

1/2011 – 6/2013
ZFP akademie a. s. - Orlová
Sales representative of the firm

- Phone and face-to-face contact with clients, product offers.
- Creating an optimal insurance portfolio.
- Shaping and caring for strong and long-term client relationships.

8/2009 – 8/2012
HS System - Doubrava
Tax and payroll accountant, secretary, www site administrator

- Keeping tax and payroll accounts and dealing with corporate affairs with government departments.
- Communication with suppliers, purchasers and government.
- Administrative work - creating orders, invoices and claims.
- Creating a company profile - company logo, documents and business cards, creating and managing the company's website.

10/2004 – 1/2006
Tesco Stores ČR a. s. - Karviná
Electronics and stationery retailer

- Technical consulting and product presentation to customers, sales and complaints.
- Control of the corporate ERP system of G.O.L.D. Personal Extra and PDCU.
- Work with the organization of warehouse space.
- Exhibiting products by company planogram.

Language and other skills

English language	reading and listening: B1
	writing and spoken production: A2
Driving licence	group B, T, forklift
Additional PC knowledge	special economic programmes : Expert Choice, QSB
	corporate ERP programs : G.O.L.D. Personal Extra, PDCU
	graphics editors : Corel Draw, Gimp, Inkscape, Photoshop, InDesign