RADKA KOTUĽÁKOVÁ
BUSINESS INFORMATION SYSTEMS STUDENT

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Co.Galway, H91 WFP6, Ireland

RadkaKotulak

Radka Kotuľáková

EDUCATION

Bachelor of Business in Information Systems
Atlantic Technological University
Galway, Ireland
2022-Present
Focused on business and technology, with knowledge of information systems and their applications.

Qualifications in Hospitality and Hotel Management
Hotel Academy
Prešov, Slovakia
2017-2022
Developed skills in hospitality management, accounting, and operational efficiency.

SKILLS

Technical Skills:
- *Programming & Web Development*: HTML, CSS, JavaScript, Responsive Web Design
- *Data Analysis & Management:* MS Excel (Expert Level), SQL, Python
- *Creative & Design Tools:* Adobe Photoshop, Premiere Pro, InDesign
- *Office Productivity:* MS Word, PowerPoint, Outlook

Soft Skills:
- Excellent communication and interpersonal skills
- Strong problem-solving and analytical abilities
- Effective team management and leadership
- Customer-centric approach with a focus on user experience
- Adaptable and quick to learn new technologies

LANGUAGES

- Slovak
- English
- French
- German

CERTIFICATIONS

Microsoft Office Specialist: Microsoft Excel Expert (Office 2019)
Microsoft, January 2024

Microsoft Office Specialist: Excel Associate (Office 2019)
Microsoft, October 2021 - January 2022

Microsoft Security, Compliance, and Identity Fundamentals
Microsoft, October 2023

Data Analytics Essentials
Cisco, August 2024

Data Science Foundations
Great Learning Academy, March 2023 - April 2023

PROFILE

A motivated and adaptable student of Business Information Systems with a solid background in web development, data analysis, and hospitality management. I have strong technical skills, project management experience, and a proven ability to deliver high-quality work. I am looking for a challenging role in a tech-focused company where I can use my skills to bring new ideas and improve efficiency.

WORK EXPERIENCE

Food and Beverage Assistant, Commis Chef
Knock House Hotel, Knock, Ireland   2022-Present

- *Team Management:* Ensuring smooth operations and high levels of customer satisfaction.
- *Customer Service:* Provided exceptional service to guests, resolving issues promptly and effectively to maintain a positive guest experience.
- *Food Preparation*: Serving breakfast, starters, desserts and preparing food
- *Training & Development:* Developed training sessions for new hires, focusing on company standards, customer service skills, and operational procedures.

Dance Instructor
Art Studio S.O.M One, Prešov, Slovakia   2018-2022

- *Class Instruction:* Taught dance to students of various ages and skill levels, fostering a fun and engaging learning environment.
- *Choreography:* Created and choreographed dance routines for performances and competitions.
- *Event Organization:* Organized and managed dance recitals and competitions, ensuring smooth execution and high participant satisfaction.
- *Mentorship*: Provided guidance and mentorship to students, helping them improve their skills and confidence.

Commis Chef
Hotel Luhačovice, Luhačovice, Czech Republic   2020

- *Food Preparation:* Assisted in the preparation of meals, ensuring high standards of food quality and presentation.
- *Kitchen Operations*: Supported senior chefs in daily kitchen operations, including ingredient preparation and maintaining cleanliness.
- *Learning & Development:* Gained valuable hands-on experience in a high-paced kitchen environment, enhancing culinary skills and knowledge.
- *Team Collaboration:* Worked closely with the kitchen team to ensure timely and efficient service during peak hours.

PROJECTS

Feb 2024 - Apr 2024
Award-Winning Recipe Website - Best Project of 2024
Associated with Atlantic Technological University, Galway

Project Overview: Developed a user-friendly recipe website that won the Best Project of 2024 award at ATU Galway.
Key Features: Implemented search functionality, portion counter, animations, social media integration, and a video section.
Achievements: Recognized for excellence in design, functionality, and user experience.

Sep 2022
Personal Accounting Excel File (Financial Management Project)

Project Overview: Designed a comprehensive Excel file for personal financial management.
Key Features: Included automated calculations, expense tracking, and data visualization tools.
Achievements: Achieved a 30% reduction in personal expenses through effective budgeting and expense management.

REFERENCES   Fergal Colleran 📞 +353 87 226 5710