

Viliam Kortiš

+420 775 886 254

vilko.kortis@gmail.com

Job history

08/2017 –

AUDIO PARTNER s.r.o. – Kytary.cz, Prague

Customer support

- Responding to customers' queries via phone, e-mail, chat and Facebook in Czech, Slovak and English
- Managing customers' orders
- Translating marketing campaigns to the Slovak and English language

04/2017 – 08/2017 Menzies Aviation (Czech) s.r.o., Václav Havel Airport, Prague

Check – in Agent

- Checking-in the passengers, ensuring their travel documentation complies with visa requirements for their destination
- Boarding the passengers to the airplane, ensuring the boarding proceeds according to the airlines' requirements
- Being the first point of contact, solving passengers' problems in real time

05/2015 – 08/2017 AeroAgency [s.r.o.](#), Václav Havel Airport, Prague
Check – in Agent
- Identical job description to Check-in Agent at Menzies Aviation (Czech) s.r.o.

01/2016 – 12/2016 Eurofoto Lázeňská, Prague
Shop Assistant
- Being responsible for the entire store during opening hours, accounting and assisting customers with their purchases
- Editing photos in Adobe Photoshop, making sure the photos are printed in adequate quality

Education

09/2012 – 02/2017 Charles University, Faculty of Arts, Prague
Japanese studies, undergraduate (unfinished)

09/2008 – 09/2012 Gymnasium Párovská 1, Nitra
High school with Maturita

Language Abilities

Slovak	Native Speaker
English	Fluent
Czech	Fluent
Spanish	Lower Intermediate
Japanese	Lower Intermediate

Technical Abilities

HTML5

CSS3

Bootstrap

JavaScript

jQuery

Node.js

Express.js

EJS

Git

Adobe Photoshop CS6

MS Office (Word/Excel/PowerPoint/Outlook)

Departure Control Systems:

- SITA DCS
- Amadeus Altéa Departure Control
- Navitaire GoNow

Drivers license

Group B – vehicles under 3500 kg