



HELLO

I'm **Lucie Cechova**

Business Manager

AGE	25
ADDRESS	4 Great Dover Street, SE1 4XR, London
E-MAIL	cechofka@gmail.com
PHONE	+44 798 510 8297

I am a driven and enthusiastic Office Manager with a Personal Assistant experience. I am highly organised and have a proactive approach to work. I have developed a strong problem solving ability and I am ready to go the extra mile. I have been involved in various projects, ensuring accuracy and attention to detail when drafting reports, comprising information on issues, risks and innovative control recommendations. I am passionate about my career and take a great pride in my work.

Work Experience

January 2016 - Present

Deutsche Bank

LONDON, UNITED KINGDOM

BUSINESS MANAGER FOR CORPORATE SERVICES IN UK, IRELAND AND CHANNEL ISLANDS

- Senior management support
- Managing databases on a large scale
- Office management - overseeing smooth and efficient running of all aspects of 2 offices
- Business continuity management
- Vendor risk management
- Analyzing data, producing reports and presentations
- Reviewing current organizational effectiveness and making recommendations for improvements
- Monitoring staff timesheets, sickness and holidays, doing appraisals
- Training staff on company's processes
- Implementing company policies and ensuring employee compliance
- Organisation of work placements for students and unemployed people

August 2014 - January 2016

Benson Elliot Services Limited

LONDON, UNITED KINGDOM

TEAM ASSISTANT/OFFICE MANAGER

- **Supporting a team** of 5 (Principals, Investment Managers) - extensive diary management
- Managing expenses
- **Organisation of team events** (e.g. Summer event in Barcelona 2015)
- **Office management** - ordering branded stationery, furniture and office equipment, relocating desks, dealing with all contractors, landlords and suppliers, providing regular office inventory check, facilities management
- Recruitment support and new starters set up
- Budget control and budget planning
- Organisation and coordination of charity events

August 2012 – September 2013

Knize & Comp. Prét-a-porter s. r. o.

PRAGUE, CZECH REPUBLIC

MANAGER/OFFICE ASSISTANT – PART TIME

- Manager and office support
- Providing cover of PA in absence (diary and meeting management)
- Managing promotional events
- Helping with a recruitment process

March 2014 – August 2014

BRKV Venture Capital Company

LONDON, UNITED KINGDOM

TEAM ASSISTANT/OFFICE COORDINATOR

- PA to CEO and marketing team
- Diary and meeting management and extensive administrative support
- Office management - making sure office was running smoothly, liaising with clients, suppliers, landlords and contractors
- HR and recruitment support - creating and posting ads, interviewing candidates, ensuring employee compliance, new starters set up

April 2012 – October 2012

5* Hotel U Prince

PRAGUE, CZECH REPUBLIC

FRONT DESK RECEPTIONIST - PART TIME

- Delivering high level of customer service
- Smooth running of the front of house environment
- Writing emails, greetings customers, accommodating guests, operating switchboard, administration, meetings management

Education

Personnel Management in Industrial Enterprises

CZECH TECHNICAL UNIVERSITY IN PRAGUE

BACHELOR DEGREE

The Lyceum of Economics

THE BUSINESS ACADEMY IN CESKA LIPA, CZECH REPUBLIC

OTHER QUALIFICATION

First Aid Certificate, Driving license

INTERESTS

Modern technology, healthy lifestyle, sport, charity, reading

REFERENCES

References are available on request.