

Gabriela Husarova

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EXPERIENCE

Data Entry - Sonen Capital

San Francisco, California, October 2017 - December 2017

- Temporary position for financial company
- Transferring data from clients statements to the new program (from PDF and XLS to Addepar)
- Correcting wrong informations in Addepar and ensuring all informations from the statements are in Addepar and are coded correctly
- Final checking that all historical data match with automatic data and can be connected in time when program went live
- Reference:
Azadeh Seifpour - Head of Client Service
Phone Number: (415) 528-7088
Email: aseifpour@sonencapital.com

Customer support for Microsoft Xbox - Convergys

Dublin, Ireland, October 2014 - December 2015

- Technical support for incoming service inquiries
- Delivery of timely, accurate customer support with a high degree of customer service satisfaction
- Solving issues, troubleshooting, investigating
- Dealing with billing, networking
- Dealing with third parties, retailers and ISPs
- Dealing with customer complaints
- Coaching employees and demonstrating of commitment to personal improvement.
- Delivering of individual performance based on metrics and related targets.
- Focusing on daily tasks, preparation of personal schedule and reports for team manager
- Reference:
Gary Daly - team manager
Phone Number: +353 877 884 189
Email: gary.daly@convergys.com

Store Assistant – KFC

Drogheda, Ireland, October 2013 - October 2014

- Cashpoint operations
- Taking orders
- Focusing on customers service and satisfaction
- Dealing with customer complaints
- Shift scheduling
- Building sales strategies based on customers surveys
- Participating in meetings about further education in retail business

Project Manager for EU funds

Kosice, Slovakia, August 2011 - August 2013

- Project Manager for EU funds aimed at Operational Program Employment, Social Inclusion and Operational Program Education
- Preparing applications for grants
- Setting a schedule of activities
- Tracking spending budget
- Reporting
- Public procurement
- Responsibility for project planning

Executive Assistant to CEO – Valdi

Kosice, Slovakia, May 2011 - July 2011

(during the college)

- Daily administrative work
- Correspondence
- Reports
- Dealing with business travel and accommodation
- Adhoc duties and tasks
- Office management

Administrative Assistant – Itares

Kosice, Slovakia, August 2010 - December 2010
(during the college)

- Administrative duties
- Warehouse management
- Reports
- Adhoc duties

Financial Advisor – World of finance

Kosice, Slovakia, November 2009 - January 2010
(during the college)

- Financial advice in mortgage application, insurance policy, saving products

EDUCATION

Economics University of Bratislava - Financial Management

Kosice, Slovakia, Master's degree, 2009 - 2011

Economics University of Bratislava - Economics and Business Management

Kosice, Slovakia, Bachelor's degree, 2006 - 2009

LANGUAGES

- Slovak (native speaker)
- Czech (fluent)
- English (fluent)
- German (basics)
- Polish (basics)

COMPUTER SKILLS

- Microsoft Windows
- Mac OS
- Word

- Excel
- PowerPoint
- Internet
- SQL
- Addepar

OTHER SKILLS

- Ability to multitask and manage time
- Ability to quickly learn and adapt
- Communication and management skills
- Creativity