

KLARA ALFONSO

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OBJECTIVE

Financial specialist position with opportunity for advancement

EDUCATION

University of Northern Virginia Major: Finance <i>Master of Business Administration</i>	GPA 3.690	Prague, Czech Republic <i>Completed August 2007</i>
Czech University of Agriculture Prague Faculty of Economics and Management <i>Master of Science (Engineer)</i>	Graduated with honors	Prague, Czech Republic <i>Completed June 2005</i>
Czech University of Agriculture Prague Faculty of Economics and Management <i>Bachelor of Science</i>	Good standing	Prague, Czech Republic <i>Completed June 2003</i>

EXPERIENCE

Ceska sporitelna, a.s. , Erste Group Bank AG, Prague, Czech Republic (September 2007 – May 2010)

- Position: Relationship Manager I, Trade Finance Department
- Responsibilities: bank guarantees issuance; evaluation of demands for payments received from bank guarantees beneficiaries; payment authorization; bank fees and commissions collection; evaluation and advising of bank guarantees issued by foreign banks; SWIFT communication with domestic and foreign banks; trade finance SW testing; participation on URDG implementation; consulting service for corporate clients

Ministry of Agriculture, Prague, Czech Republic (September 2005 – July 2007)

- Position: Trade and International Relations Department advisor
- Responsibilities: membership of the Czech Republic in the Food and Agricultural Organization of the United Nations (FAO) agenda; international development cooperation projects in agriculture; representation of the Ministry of Agriculture in the working groups of the Council of the European Union regarding FAO and international development cooperation

COMPUTER SKILLS

- Trade finance SW, SWIFT, SAP
- Microsoft Office 2003, 2007

RELEVANT COURSES

Financial Accounting Analysis; Managerial Economics; Statistics for Managers; Corporate Financial Management; Money, Banking and Financial Markets; International Financial Management; Investment

EXTRA CURRICULUM ACTIVITIES

- 2009 Europe Guarantees and Standby Forum, UK, London, May 2009
- International Conference on Bank Guarantees, ICC Austria, Vienna, May 2008

LEISURE ACTIVITIES & PERSONAL INTERESTS

Fluent in Czech and Spanish. Hobbies include travelling, literature, and sport.

REFERENCES

- Mrs. Svetlana Farska, Ceska sporitelna, a.s., phone: (011420)956714034, e-mail: sfarska@csas.cz
- Mr. Martin McGoldrick, University of Northern Virginia, Prague, phone: (011420)222999888, e-mail: martin.mcgoldrick@unva.cz
- Mr. Jan Svoboda, Ministry of Agriculture, phone: (011420)221812509, e-mail: jan.svoboda@mze.cz