

Bc. Klára Halamková

Personal details

Address: Korunovační 980/23, 150 00 Praha
Mobile: + 420 725 68 68 83
Email: halamkovakl@gmail.com
Date of birth: 31. 3. 1989



Work experience

2016

Operation manager at DIGI Akademie, s.r.o. in Prague

Coordination of the training centre, including management of educational environment, client reception, and organization of educational events. Communication with clients, management of commissions and the employment of lecturers. Cooperation with company management, accounting, and technical support.

2015

Receptionist at City Partner Hotel Atos*** at Lesser Town in Prague

Responsibility for smooth running of the hotel, close communication with Czech and international guests on a daily basis, providing information, booking cultural events and tours, cash operations and exchange service, lobby bar service. Back office during night shifts, invoicing.

2014–2015

Shop assistant in Max Praga s. r. o. – Max Mara and Weekend Max Mara boutique in Prague

Providing excellent customer service within counselling, keeping a record of clients' index, goods booking, and complaint management.

Experience in graphic design

2016 – Comic book "Olovo"

2015 – Developing on-line games

2015 – Graphic designer in ARTEDU z. s.

2015 – Equal Pay Day BPWCR, 6th year

2014 – Aizen Japanese garden

2014 – Equal pay Day BPWCR, 5th year

2014 – Jitka Kopejtkova artist's portfolio

Education and training

2008 – 2013

History of Art at Palacký University in Olomouc

BA program finished by the state exam.

2004 – 2008

Applied Arts at High school specialized in graphic design in Jihlava

Finished by final exam.

Personal skills and competences

Languages

English – intermediate

German – beginner

French – passive

Software, IT

Adobe CC

Good command of Photoshop, Illustrator, InDesign.

MS Office

Good command of Word, Excel, Outlook, Access.

HTML5/CSS3, PHP, JavaScript, SQL

Basic knowledge.