

Employment

Office Assistant / Receptionist

Jun 2023 - Present

Mirai Intex s.r.o - Brno, Czech Republic

- Manage the meeting-room calendar and coordinate all internal and external bookings.
- Provide logistical support for meetings and events, including agenda preparation and follow-up.
- Plan and coordinate summer and winter corporate events from concept through execution.
- Monitor and enforce BOZP (occupational health & safety) compliance across the office.
- Provide real-time interpretation and written translation (Czech, English, Russian) for senior management.
- Support the patent-filing process: liaise with design engineers and patent attorneys, maintain invoice records, organize meetings, and track deadlines.
- Oversee the company's general inbox, ensuring timely routing and response to correspondence.
- Collaborate closely with Finance and HR to streamline administrative workflows and reporting.
- Attend daily morning briefings and prepare accurate minutes for distribution.
- Maintain document control: register, archive, and track incoming/outgoing mail and company records.
- Procure and manage office supplies to ensure smooth day-to-day operations.
- Arrange travel and accommodation for Marketing and Service departments.
- Tackle ad-hoc assignments and special projects as requested by senior leadership.

Teacher of Russian and English

Sep 2020 - Apr 2025

Multicultural Center Brusinka - Brno, Czech Republic

- Designed and customized curricula to meet individual student objectives.
- Guided learners in defining clear language learning goals and progress benchmarks.
- Planned and delivered engaging online and in-person lessons for groups and one-on-one sessions.
- Mentored and onboarded new teaching staff, providing pedagogical training and ongoing support.
- Partnered with center leadership on the planning and execution of multicultural development projects.
- Ensured continuous improvement of programs through regular feedback and performance assessments.

Shop Assistant

Jun 2022 - Jan 2023

Reserved - Brno, Czech Republic

- Assisted customers with product selection and purchases.

- Checked stock availability and processed online orders.
- Arranged and replenished merchandise on the sales floor.
- Operated the cash register and handled transactions.
- Maintained store cleanliness and order.
- Helped ensure shoplifting prevention and overall store safety.