

CURRICULUM VITAE

PERSONAL INFORMATION

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|-----------------|-------------------------------|
| Name/Surname | Mgr. Eliška Ventrubová |
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| Phone no. | (+420) 731 263 973 |

WORK EXPERIENCE

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|------------------------------------|---|
| Dates | 10/2015 – present |
| Occupation or position held | Administration assistant |
| Main activities and responsibility | Administration and HR organisation for Department of Archaeology, Faculty of Philosophy and Arts. |
| Name of employer | Department of Philosophy and Arts, University of West Bohemia in Pilsen |
| Dates | 06/2014 – 10/2015 |
| Occupation or position held | Customer service |
| Main activities and responsibility | Communication with the customers from Australia, China, India, Russia and France via e-mail and phone in English and French. Customer service: order processing, deal with the internal database system. Reports creation for internal/customer use. Cooperation with Austrian colleagues. Copyright Keyuser. |
| Name of employer | SONY DADC CZ, Plzeň, Poděbradova 2 |
| Dates | 04/2013 – 04/2015 |
| Occupation or position held | French teacher |
| Main activities and responsibility | Group courses of French for beginners |
| Name of employer | SPRINT centrum vzdělání, Plzeň |
| Dates | 09/2012 – 03/2013 |
| Occupation or position held | Receptionist |
| Main activities and responsibility | Hotel administration |
| Name of employer | Parkhotel Congress Center Plzeň |
| Dates | 09/2011 – 09/2012 |
| Occupation or position held | Au pair |
| Main activities and responsibility | Educational activity (homeworks, accompaniment during leisure-time activities, in-door a out-door activity); housework |
| Name of employer | Bayonne, South-Western France |
| Dates | 09/2012 – present |
| Occupation or position held | Team leader |
| Main activities and responsibility | Popularization of archaeology, experimental archaeology, contact with media |
| Name of employer | Oživená (pre)historie, o.s. |

EDUCATION

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| Dates | 2014 – 2017 |
| Title of qualification awarded | PhD. |
| Field | Archaeology |
| Name and type of organisation providing education and training | Faculty of Philosophy and Arts, University of West Bohemia |

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| Dates | 2012 – 2014 |
| Title of qualification awarded | Mgr. |
| Field | Archaeology |
| Name and type of organisation providing education and training | Faculty of Philosophy and Arts, University of West Bohemia |

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|--|--------------------------------------|
| Dates | 09/2013-12/2013 |
| Title of qualification awarded | 26 ECTS credits |
| Field | Archaeology and Scandinavian studies |
| Name and type of organisation providing education and training | University of Oulu, Finland |

Erasmus study

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|--|---|
| Dates | 2008 – 2011 |
| Title of qualification awarded | Bc. <i>CUM LAUDE</i> |
| Field | Archaeology |
| Name and type of organisation providing education and training | Faculty of Philosophy and Arts, University of West Bohemia |

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|--|---|
| Dates | 2004 – 2008 |
| Title of qualification awarded | School leaving exam <i>CUM LAUDE</i> Czech, English, History, Information processes, Information systems and service |
| Field | Information systems and service |
| Name and type of organisation providing education and training | Business academy, Secondary technical school of library science and College of further education of information and social service, Brno |

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|--|--|
| Dates | 10/2014 – 04/2015 |
| Title of qualification awarded | Certificate |
| Field | Study of Pedagogy |
| Name and type of organisation providing education and training | Krajské centrum vzdělávání a Jazyková škola s právem státní jazykové zkoušky, Plzeň |

TRAINING

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| Name of training | Advanced MS Excel training |
| Name and type of organisation | Grafia, společnost s ručením omezeným se sídlem Budilova 4, Plzeň |
| Name of training | Professional phone communication |
| Name and type of organisation | Cadet Go, s.r.o., Antala Staška 34, 142 00 Praha 4 |

PERSONAL SKILLS AND COMPETENCES

Language skills

Self-assessment by European language levels (CEFR)

| | Understanding (reading and listening) | Speaking | Writing |
|---------|--|----------|---------|
| English | B2 | B2 | B2 |
| French | C1 | C1 | B2 |
| German | A2 | A2 | A2 |
| Finnish | A0 | A0 | A0 |

Computer skills

Touch typing, MS Word, Excel, Outlook, Power point, Clavius, Aleph, Mefisto, Leos, Lotus Notes, Sales Force

Driving licence

Category B (active)

Interests and social skills

Popularization of archaeology, culture and history, foreign languages – preparation on DALF exam, pilates, in-line skating; precise, responsibility and optimism