



# Anna Kubalíková



## WORK EXPERIENCE

SEPT 2014-PRESENT | **AVIETTE, S.R.O.**, BRNO

ENGLISH TEACHER

Teaching Children, Individuals and Groups, from Beginners to Intermediate

FEB 2014-PRESENT | **FREELANCE**, BRNO

ENGLISH TEACHER AND TRANSLATOR

Teaching Adults, Individuals and Groups, from Beginners to Advanced, General English, Business English, FCE/CAE Courses, Translating, Proofreading

FEB 2014-PRESENT | **LINGUA CENTRUM**, BRNO

ENGLISH TEACHER

Teaching Adults, Individuals and Groups, from Beginners to Advanced, Business English, General English

JUL 2015-FEB 2016 | **RED HAT**, BRNO

ASSOCIATE TECHNICAL SUPPORT ENGINEER JUNIOR

Internship, Customer Care, Technical Support on the Phone, Working with Customer Cases

2012–2013 | **PRUMYSL.CZ**, BRNO

PROOFREADER

Proofreading Czech Technical Articles Concerning Industry in an Online Magazine

2011–2012 | **STUDENT AGENCY S.R.O.**, BRNO

BUS ATTENDANT

Customer Care

2009–2011 | **ADBROS S.R.O.**, BRNO

CUSTOMER CARE

Communication with Clients and Sales Representatives, Misc. Documents



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## PROFILE

I am currently an English teacher and although I love the job I am looking for new challenges and opportunities to meet new people and learn new things. Thanks to my various working experience I learned that I am good at working with people, assertive and stress resistant, and I have a proven record of educating myself quickly and successfully.



## EDUCATION

2008–2013 | **MASARYK UNIVERSITY, FACULTY OF ARTS**, BRNO

BACHELOR'S DEGREE OF ENGLISH LANGUAGE AND LITERATURE – CZECH LANGUAGE AND LITERATURE

## LANGUAGES

CZECH Native ★★★★★

ENGLISH Full Professional Proficiency ★★★★★

GERMAN Limited Working Proficiency ★☆☆☆☆

## COMPUTER SKILLS

### BASIC

L<sup>A</sup>T<sub>E</sub>X, WordPress, Various Photo Editing Tools

### EXPERIENCED

Linux Desktop (Ubuntu, RHEL), Microsoft Windows, Google Docs, Dropbox, Typography, Internet, LibreOffice

## COMMUNICATION COURSES AND TRAINING

2012 | **MASARYK UNIVERSITY, FACULTY OF ARTS**, BRNO  
PRESENTATION SKILLS - Course

2012 | **STUDENT AGENCY S.R.O.**, BRNO  
COMMUNICATION TRAINING - Certificate

2010 | **MASARYK UNIVERSITY, FACULTY OF ARTS**, BRNO  
INSTRUMENTS FOR PRESENTATION - Course

2009–2013 | **MASARYK UNIVERSITY, FACULTY OF ARTS**, BRNO  
LITERARY WANDERS - Regular Talks

## OTHER COURSES

2011 | **STUDENT AGENCY S.R.O.**, BRNO  
FIRST AID - Certificate

2010 | **MASARYK UNIVERSITY, FACULTY OF INFORMATICS**, BRNO  
INTRODUCTION TO VISUAL COMMUNICATION - Course

## VOLUNTARY EXPERIENCE

LITERARY WANDERS | **Masaryk University**

Organizing Semi-Annual Informal Literary Conferences under the Auspice of Masaryk University