

# CURRICULUM VITAE

## Tomáš Moc

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Date of birth: 8th May 1991

## EDUCATION

09/2007-06/2011

**Highschool Gymnazium Litomericka, Praha 9**

Field of study: general

## WORK EXPERIENCE / EDUCATION

11/2021 – present

**Learn2code, Praha;** HTML, CSS, Responsive Webdesign & JavaScript trainee (no work experience)

- Successfully completed courses on Learn2code website course of above-mentioned coding languages
- Continuing studies of subsequent languages as React under the supervision of a qualified mentor of the Femme Palette company

## WORK EXPERIENCE

08/2019 – 01/2022

**Safy production s.r.o., Praha;** Event coordinator/ creative producent

- Planning and supervising all event activities on behalf of their clients - from initial client meetings which determine plans and budgets to selecting the venue and personnel to run the event of brands like Tullamore Dew, Red Bull, Jägermeister etc.
- Identifying the concept of the event, and subsequently plan the logistics and technical components, including audiovisuals, vendors, crew, equipment, budgets,

and more

- Evaluating of events to have a general look and examine how the event went together with what should be done for ensuring quality of future events

07/2017 – 08/2019

**CRS s.r.o., Praha;** Surveyor/ Loss adjuster

- Investigation and settling claims of brand new Honda, Toyota, Mitsubishi, Mazda, Nissan and Porsche vehicles under Lloyd's worldwide network management for Tokio Marine and Sampo Insurance companies
- Communication with domestic and foreign insurance companies, brokers, external partners and services
- Obtaining additional documentation necessary to settle claim and waive premiums of subject claim
- Assessment of the eligibility of clients' claims for payment of insurance benefits
- Providing and conducting inspections of damaged vehicles and investigation of damages occurred
- Providing information to clients about necessary steps and procedures required to assert and settle an insured event

08/2015- 06/2016

**Concept One s.r.o., Praha;** Event coordinator/ manager

- Creating concepts in the field of sports and event marketing
- Managing sponsorship projects
- Media operations
- Providing facilities for sports events

01/2015 - 07/2015

**SKODA Auto a.s., Skotrans, Mlada Boleslav;** Trainee

- Gathering informations necessary to create delivery statistics for **SKODA Auto a.s.**
- Tasks checking, processing data and statistics for foreign clients
- Preparation of team meetings and outputs from subject meetings
- Arranging of project documentation, preparation of documents, presentations, monitoring and analyses

- Support for tenders for logistics service providers

06/2014 - 09/2014

**Swallow East Restaurant, Montauk, New York; Waiter**

- Communication with customers
- Order processing
- Cash desk service

09/2013 - 03/2014

**Hotel Alchymist, Praha; Porter**

- Communication with guests
- Guests service
- Supervision of the entire hotel operation

05/2013 - 08/2013

**Hotel Savoy, Spindleruv Mlyn; Porter**

- Communication with guests
- Guest service
- Supervision of the entire hotel operation

07/2012 - 04/2013

**A3 Sport, Praha; Sales assistant**

- Communication with customers
- Service for textiles and shoes
- Cash desk service

08/2011 - 03/2012

**Toronto, Canada; Painter**

- Room painter

- Construction works

## SKILLS

### Foreign languages:

- English (advanced C1)
- Spanish (basic A2)
- Deutsch (basic A2)

### Computer skills:

- HTML, CSS, Javascript
- Windows Office (Word, Excel, PowerPoint, Outlook, Access)
- iOS
- Adobe Photoshop
- Rekordbox
- Blender

### Other:

- Ski instructor - Apul B ISIA licence
- Driving licence B

## HOBBIES

- Traveling
- Sport (skiing, skateboarding)
- Music, movies