



# Europass Curriculum Vitae

## Personal information

Surname(s) / First name(s) **Krupicka Jan**

Telephone(s) Home: 01963 370 355 Mobile: 07896 120 119

E-mail(s) [krupier2@centrum.cz](mailto:krupier2@centrum.cz)

Nationality Czech

Date of birth 24/04/1980

Gender Male

## Work experience

Dates July 09 – presence

Occupation or position held Telephone Interpreter

Main activities and responsibilities Telephone interpreting for UK Governmental offices' clients with limited English proficiency

Name and address of contractor LSA – Language Services Associates, 607 N. Easton Road, Building C, Willow Grove, PA 19090, USA, reference: Stephanie Vine, Janette Ryan, tel.: U.S. 800.305.9673 x55110  
U.K. 0808 234 1917, [svine@lsaweb.com](mailto:svine@lsaweb.com), [jryan2@lsaweb.com](mailto:jryan2@lsaweb.com)

Name and address of contractor theBigWord, Well Court, 14-16 Farringdon Lane, London, EC1R 3AU, UK, reference: Samina Bari, tel.: +44 (0)20 7307 8867, [samina.bari@thebigword.com](mailto:samina.bari@thebigword.com)

Dates April 2007 – presence

Occupation or position held Freelance translator

Main activities and responsibilities Texts translations – legal, economical, financial, technical, general

Name and address of contractor GlobalTranslations, s.r.o., Politických veznu 14/915, Pasaz Jiriho Grossmanna, 110 00 Prague 1, Czech Republic, reference: Jana Frydryskova, tel.: + 420 224 239 515, [globtran@globtran.cz](mailto:globtran@globtran.cz)

Name and address of contractor CEET, s.r.o., Jablonova 445, 460 12 Liberec, Czech Republic, reference: Roman Opat, tel.: +420 774 960 971, [roman.opat@ceet.cz](mailto:roman.opat@ceet.cz)

Name and address of contractor Mgr. Mariya Kagusheva, Gerska 36, 323 00 Plzen, Czech Republic, reference: Mgr. Mariya Kagusheva, tel.: +420 776 116 702, [kagusheva@seznam.cz](mailto:kagusheva@seznam.cz)

Name and address of contractor ANoss, Zelenecská 53, 198 00 Prague 9, Czech Republic, reference: Jiri Masek, tel.: +420 246 037 302, [info@osud.cz](mailto:info@osud.cz)

Dates 02/01/2007 – presence

Occupation or position held Telephone Interpreter

Main activities and responsibilities Telephone interpreting for UK Governmental offices' clients with limited English proficiency, Cultural/Language instruction

Name and address of contractor LLE – Language Services, 1627 K Street NW, Suite 610, Washington, DC 20006, USA, reference: Melisa Bell, tel.: 001-202-775-0444, [mbell@lle-inc.com](mailto:mbell@lle-inc.com)

Dates 03/01/2007 – 21/03/2007

Occupation or position held Sales Technical Assistant

Main activities and responsibilities Technical and sales support to existing customers, research and acquisition of potential customers, supplier and subcontractor communication, processing of business cases, price calculations, served destinations: UK, Ireland, France, South Africa

Name and address of employer Thermotec Systems Ltd, 12 Progress Business Centre, Whittle Parkway, Slough, Berkshire SL1 6DQ, reference: Don Reed, tel.: +44 (0)1628 669 977

Dates 10/08/2006 – 11/11/2006

Occupation or position held	Telesales Executive
Main activities and responsibilities	Research potential community directory customers through yellow pages, internet, local magazines, cold call prospects keeping clear records of all prospects contacted with results, meet with prospects who have expressed an interest in advertising in a given community directory
Name and address of employer	Adrem Contracts Ltd., Annandale Studios, Annandale Rd., London W4 2HE UK, reference: Stephen Antonson, tel.: +44 (0)20 8995 8974
Dates	31/07/2005 – 28/07/2006
Occupation or position held	Personal and administrative assistant to my physically disabled father
Main activities and responsibilities	Physical and personal care of my father, a private accountant, administrative and legal assistance
Name and address of employer	Jan Krupicka, Zahradni 5188, Chomutov 43004, Czech Republic, reference: Jan Krupicka, tel.: +420 602 489 973, <a href="mailto:ucto.krupicka@seznam.cz">ucto.krupicka@seznam.cz</a>
Dates	01/02/2005 - 31/07/2005
Occupation or position held	Sales Manager for Eastern Europe
Main activities and responsibilities	Business relation to the mother company, supplier communication, processing of inquiries, quotations and purchase orders, organizing and carrying out business trips and negotiations, served destinations: Czech Rep., Poland, Slovakia, former USSR countries, new customers acquisition in the region of Eastern Europe
Name and address of employer	VeMa, s.r.o., Vysoka Pec 144, 431 59, Czech Republic, reference: Michaela Sabachova, tel.: +420 474 687 048
Dates	01/02/2003 - 31/01/2005
Occupation or position held	Export Sales Manager Assistant
Main activities and responsibilities	Maintaining and developing business relationships of a production company and its customers, processing of quotations, purchase orders and complete business cases, hosting business partners in the company facility, organizing and attending business trips, new customers acquisition, technical and business translating and interpretation, served destinations: EU, Turkey, Iran, Ecuador
Name and address of employer	Valcovny Trub (Tube mill) Chomutov, Libusina 4778, Chomutov 431 11, Czech Republic, reference: Ing. Tomas Valenta, tel.: +420 474 641 111, <a href="mailto:valenta@vtchomutov.cz">valenta@vtchomutov.cz</a>
Dates	September 1998 – June 2002
Occupation or position held	Teacher of English, translator and interpreter
Main activities and responsibilities	Teaching English at all levels business, legal and technical translating and interpretation
Name and address of employer	Various companies and individuals

## Education and training

Dates	September 1998 – May 2002
Field of study	Diplomatic services and Public Relations
Name and type of organization providing education and training	School of International and Public Relations Prague
Dates	September 1997 – June 1998
Field of study	One year academic stay, general
Name and type of organization providing education and training	Taconic High School, Pittsfield, MA, USA
Dates	September 1994 – June 1997
Field of study	General
Name and type of organization providing education and training	Gymnazium Chomutov, Secondary school
Dates	September 1988 – June 1994
Field of study	Language class, three years of Russian and English languages
Name and type of organization providing education and training	2nd Basic school of Chomutov

## Personal skills and competences

Other language(s)

Self-assessment

*European level (\*)*

### Understanding

### Speaking

### Writing

Listening

Reading

Spoken interaction

Spoken production

**Slovak**

B1 Proficient user

B1 Proficient user

B1 Proficient user

B1 Proficient user

B1 Proficient user

**Russian**

B1 Basic user

B1 Basic user

B1 Basic user

B1 Basic user

B1 Basic user

**English**

C1 Proficient user

C1 Proficient user

C1 Proficient user

C1 Proficient user

C1 Proficient user

**Spanish; Castilian**

A1 Basic User

A1 Basic User

A1 Basic User

A1 Basic User

A1 Basic User

**German**

B1 Independent user

B1 Independent user

B1 Independent user

B1 Independent user

B1 Independent user

**Czech**

C1 Proficient user

C1 Proficient user

C1 Proficient user

C1 Proficient user

C1 Proficient user

*(\*) Common European Framework of Reference (CEF) level*

Social skills and competences

Counselor at orphans' summer camps, English teacher to children aged 8 - 15

Organizational skills and competences

Loads of self-organized travels, participated on organization of various conferences and exhibitions (International Monetary Fund and World Group Bank conference in Prague 2000, ELEC conference in Prague 2001)

Technical skills and competences

Wide technical translations experience, have worked in a heavy industry environment

Computer skills and competences

Experienced pc user - MS Office, internet, dbase systems, Sage, Act

Other skills and competences

Interested in foreign cultures, travelling, literature, IT technologies, pets

Driving license

A1, B