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MARTINA PEKÁROVÁ

EDUCATION

- 2008 – 2010 Faculty of Economics, Matej Bel University in Banská Bystrica, Slovakia
Field of Study: Tourism
Study Programme: Intercultural Communication in Tourism
(in English language), Master's Degree
- 2005 – 2008 Faculty of Economics, Matej Bel University in Banská Bystrica, Slovakia
Field of Study: Tourism, Bachelor's Degree
- 2001 – 2005 Gymnázium Turzovka, Slovakia, Secondary School (leaving examination from Slovak Language, Maths, English, History and Biology)

WORKING EXPERIENCE

February 2015 – present

DISHA International Foundation Trust, Aurangabad, India

non-government non-profit organisation

voluntary basis administrative help, web page creation, web content writing and administration, knowledge transfer in project writing, creating project and documentation, communication with international partners, searching for contacts and partners, responsibility for volunteers in organisation

responsibility for trainings and seminars in foreign languages, tourism and different topics of communication field

November 2013 – present

Our Hospitality Solutions Pvt.Ltd, India

responsibility for trainings and seminars in the fields of foreign languages, capacity building, communication skills and intercultural communication

project manager for communication and project writing and administration, international relations etc.

August 2013

Job Description:

international exchanges and youth camps support, Keric, Čadca

active participation during exchanges and camps as a leader, responsibility for a group, active use of foreign languages, creating graphic materials and multimedia presentations, work in multicultural background

December 2012 – May 2013

European Voluntary Service, Development of Women and Children Center, Kathmandu, Nepal

Job Description:

teaching English at schools in three different districts of Nepal

June 2010 – December 2012

Job Description:

self - employment

- managing of own e-shop www.kamennesperky.com (fulfilling and content administration, invoices, communication with customers, process of orders) – e-shop is now out of order
- administrative work
- tourist and cyclist routes marking

September 2011 – May 2012

Job Description:

English Language Teacher, Chantal Language School in Žilina;

teaching English courses using the Callan Method, preparing students for secondary school leaving examinations

December 2009 – May 2010

Job Description:

web content administration in Joomla System, CBsoft Company Ltd., office in Čadca;

designing and fulfilling the content of new web sites, changing and refilling the content of existing web sites, work with texts, pictures, videos, documents; communicating with customers;

October 2009 – November 2009

Job Description:

representative of CERES Travel Agency, Bratislava,**Place of work located in Banská Bystrica**

distributing catalogues of travel agency to the customers – nursery and elementary schools, presenting travel agency and its products;

September 2008 – May 2009

Job Description:

leader of a music course at the Leisure Centre (Centrum voľného času) Turzovka;

running the music course according to stated plans, active work with children and teenagers;

July 2007 – December 2007

Job Description:

waitress, Guest House Makov, Makov

serving guests, taking orders, serving meals and drinks, responsibility for cash, work with cash register;

August 2005

Job Description:

service staff, Area of Sport and Relax, Turzovka

selling of tickets, responsibility for cash, communicating with customers;

ADDITIONAL EXPERIENCE

Assisting with organizing events for hikers and tourists, sport and educational competitions and also conference about tourism in the Kysuce region, Slovakia

Tourist and cycling paths marking renewal

Cooperating with travel agency Rokošport, Slovakia as a tour guide

LANGUAGES

Slovak - mother tongue

English – advanced, level C1 of Common European Framework of Reference for Languages

- State Exam in English, level C1/C2, State Language School in Žilina

- Final Exam in Business English, UMB Banská Bystrica
- School Leaving Examination, Gymnázium Turzovka

Czech – advanced

Hindi – advanced, knowledge of Devanagari script

Marathi - advanced

Italian – intermediate

German - intermediate

Russian – elementary

COMMUNICATION SKILLS

- great communication skills gained during studies, work with people, organizing events, volunteering service, working at schools with students and communicating with customers
- assertive problems and questions solving and also asertívne riešenie otázok, problémov a sťažností zákazníkov
- active communication in different foreign languages
- great adaptability to multicultural background
- long term stay abroad

IT SKILLS

MS Office Programmes – Word, Excel, Power Point - active

Internet (e-mail, www) - active

Corel Draw – intermediate

Corel Photo Paint – intermediate

System Joomla - advanced

OTHER

Driving Licence B

Tour Guide Licence

Waitress Course

Tourist and cycling routes marking licence

HOBBY AND CHARACTERISTICS

Sport – hiking, mountain hiking, cycling, tennis, swimming, skiing; nature, reading books, learning foreign languages, travelling, history, geography, sights and monuments, taking photos

Flexibility, responsibility, strong-mind, reliability, ability to learn quickly, great memory, interest in constant education and learning, communication skills, logic thinking