

LUCIE TVRDA



International Personal Assistant Service

www.internationalassistant.eu

cz 420 602 276 400

uk 44 756 315 6293

Languages

- **Czech** Native
- **English** Fluently written and spoken/ Native level
- **Spanish** Fluently written and spoken/ Native level
- **German** Very good
- **Russian** Basic

Education

09/2002 – 09/2008, University of Economics

Study programme: International Trade

Degree: Master of International Trade

1/2004 – 12/2004, Institute of Technology, Zacatepec, Mexico

Administration of Production **1995 – 2002, Grammar school, Prague, Czech Republic**

Graduated in Czech language, English, German

Computer Skills

- Microsoft Office (Word, Excel, Power Point)
- Adobe Photoshop
- Turbo Floorplan Pro (interior design)
- Pohoda (accounting program)

Social Skills

- Excellent organizational skills
- Desire to reach the goals
- Willingness to deliver the best results
- Friendly approach
- Willingness to work in a multicultural environment

Working experiences

1/2011 – 12/2012, Hard Investments Dominicana, Santo Domingo, Dominican Republic
Export and import manager, Director of Administration

2006 – 2011, DevelopStav s.r.o., Prague, Czech Republic

Director of Administration, Accountant Interior designer

2000 – 2010, Czech University Sport Association (CAUS), Prague, CZ
Assistant of the Secretary General, Administration of website

Interests

Books, especially in foreign languages
Sport, Photography, Interior design, Crafts.