

MONIKA NOVOTNA

- "We were extremely satisfied with the services of Ms Novotna -- she did a great job!"

Progenium GmbH & Co. KG

July 2012



[www.internationalassistant.eu/
monika.novotna](http://www.internationalassistant.eu/monika.novotna)

Language

Czech Native

German / Swiss German Fluent / Native speaker level / Several years of practise

English Fluent / Native speaker level / Several years of practise

French Good passive knowledge

IT Skills

MS Office, Lotus Notes, MS Outlook, SAP, Business Object, Ariba, IT trainer / instructor

Education

Swiss secondary school graduate, Kantonsschule Stadelhofen in Zurich

Job specific educational classes in Banking / Finances, Reinsurance, Project Management

Job Safety, Emergency Response and Risk Assessment training classes in the last 12 months

Job Experience in Prague

2009 – 2010 Boston Scientific Czech Republic s.r.o. (Health care / Medical devices)
Head of the Customer Service

2009 - Ariba (Software company)
Customer Response Team Leader, responsible for team of 7 People

2003 – 2008 ExxonMobil Business Support Centre (petrochemical industry)
Customer Service Front Office Supervisor (responsible for team of 16 people)
Business Support Advisor (eBusiness Project Management)
Safety, Emergency Response and Risk Assessment Advisor for Prague & Budapest operations

Job Experience in Zurich, Switzerland

1999 – 2003 Swiss Reinsurance Company (insurance industry)
Executive Assistant to Member of the Executive Board (CIO)
Information Specialist / IT Project Coordinator

1995 – 1999 Pratt & Whitney (aviation industry)
Senior Administrative Assistant

1990 – 1995 UHAG Ueberseehandel AG (trading company)
Export assistant / Deputy to the head of department – Export to Asia
Product Manager

1985 – 1990 Swiss Bank Corporation
Stock Exchange Back Office clerk

Reference

All employments in Switzerland can be documented with reference letters