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| **Curriculum Vitae** | |
| **Name:** | *Jan Novák* |
| **Address:** | *Vavřinecká 415, Brno 716 00* |
| **Telephone number:** | *+420 111 222 333* |
| **Mobile number:** | *+420 222 333 444* |
| **Email address:** | *jan.novak@email.cz* |
| **Nationality:** | *Czech* |
| **Date and Place of Birth:** | *September 12, 1977, Brno* |

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| **Work Experience** |
| **June 2005 - Present** |
| ***Sales Assistant*** |
| **Food Company a.s.** |
| Assistant of chief of sales department in the biggest Czech food company |
| - meeting organizing, clients and coworkers communication |
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| **June 2003 – June 2005** |
| ***HR advisor*** |
| **HR Consulting s.r.o.** |
| Human resource counselling |
| - HR strategy, organizational culture, recruitment, HR audit |

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| **Education** |
| **2004 - 2006** |
| ***Masaryk University Brno*** |
| Master's degree in Economics |
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| **2001 - 2004** |
| ***Masaryk University Brno*** |
| Bachelor's degree in Economics |
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| **1997 - 2001** |
| ***Grammar school – Gymnázium J. A. Komenského Brno*** |
| A-Levels (Maturita) |

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| **Skills** | |
| **Language Skills** | *- Czech (mother language)* |
|  | *- English (10 years of active speaking)*  *- fluent spoken and written*  *- FCE (level C2)* |
| **Computer Skills** | *- full maintanence of Windows XP/7* |
|  | *- experienced in MS Office*  *(Word, Excel, Note, Access, PowerPoint)* |
|  | *- languages Java, C/C++/C#, php, Python* |
| **Personal Skills** | *- excelent communication and organization skills* |
|  | *- team player, determined* |

**Date:** 23. 7. 2012 Jan Novák