

ELIŠKA HRUŠOVSKÁ

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Department of International Relations and European Studies

Metropolitan University Prague

Dubečská 10

Prague 10

100 00



An event management coordinator and independent team leader with relevant working and study experience. An academic researcher orientated towards security and global issues. Highly sense for fulfil assigned work or project.

Education

2012 (Oct) – present

Metropolitan University Prague

Master of Arts (International Relations and European Studies)

An aspiration to graduate with honour awarded by „Red diploma“ related to „A grades“ in the most of studied subjects and having the best results “A grades” form final exams and Master thesis (“Global civil society in the 21st Century: challenges and threats”).

The Certificate of Security Studies: highly numerate certificate, accredited by Centre for Security Studies of Metropolitan University Prague for achieving academic experience and more than theoretical knowledge in security issues and world order.

2014 (Feb – May)

Institute of Technology Tallaght (Dublin, Ireland)

Erasmus program (Bachelor of Arts in European studies)

2009 - 2013 (Oct – Sep)

Palacký University Olomouc

Bachelor of Arts (Recreology – Management of leisure time and recreation)

A-Levels: Management, Project management, Management of organisations, Marketing, Strategic marketing, Pedagogy, Psychology, Recreology, Fundraising, Public relations etc.

Special achievements: Thesis - *The analysis of forming interpersonal communication through the eyes of students from The Faculty of Physical Culture* (In the framework of Project for strengthening of professional potential at the research teams in the field of support physical activity at Palacký University Olomouc; CZ.1.07/2.3.00/20.0171).

2009 - 2012 (Oct – Sep)

Metropolitan University Prague

Bachelor of Arts (International relations and European studies)

A-Levels (Final exams): International Relations (A), European Studies (A), Defense of Bachelor Thesis (*“Non-Governmental Organisations in the European Union”*) (A)

Relevant work experience

2014 (Sep – Dec)

Project and development internship (Institute of International Relations in Prague)

Project and development unpaid internship for the international conference called “The Prague Agenda 2014”.

A connection between realisation teams (Institute of International Relations, Ministry of Foreign Affairs of the Czech Republic and academic institutions).

Booking and organising the flights for all speakers, delegates and guests; control keeping deadlines during the preparation of conference; conference service. Delegate assistance provided accompanying from the airport, personal assistance and Prague sightseeing as a guide (in English). Internship provided additional staff and also professional writing during the conference, creating some documents and delegates itineraries and BIOS etc.

Working language was English.

2014 (Apr) **Student Enterprise Awards** in Dublin, Ireland

Part-time job, *conference staff*: I worked for them during the National Final in The Croke Park Conference Centre on 2nd April 2014.

2013 (Jul – Oct)

United Nations Information Centre Prague

An unpaid internship

Administrative works, technical support, web designer, informative works for public, library service, conference service during the internship. Creating and help with administration of UN database of contacts. Assist during UNIC's public events (Annual Conference about Climate change, UN Day 2013, NGO's meeting etc.)

2013 (Sep)

Foundation Forum 2000 (Prague, Czech Republic)

A recruiter in fundraising team (Friends of Forum 2000): Representation of foundation during 17th annual Forum 2000 Conference *Societies in Transition*, which was held between September 15th and September 17th 2013 in Prague. Work as recruiter in their fundraising campaign, Friends of Forum 2000. I passed a professional training course of fundraising.

2010 (Sep – Oct)

Adaptation course for SOŠOOM Plzeň

An instructor of adaptation course: an academic practice in leading the group, prevention of social pathological phenomena, psychological and pedagogical work, teaching of communication skills, team works, responsibility for the under 18 years participants.

2010 – 2011 (Jan – Feb)

Ski and snowboard school Racio Plzeň

A ski instructor: Worked as teacher (an academic practice) of basic skiing for children in ages between 3 to 6 years old.

2010 – 2011 (May – March)

Amnesty International Czech Republic

A recruiter (as a part-time job) and fundraiser (unpaid voluntary position) in Fundraising team: street appeal and addressed the people on the street, find the potential supporter for Amnesty International, represented the Amnesty International, volunteering and addressed the donors for Fundraising team.

Achievement - Cooperated and organising support at March 2011 annual Concert for Amnesty International at Meet Factory in Prague.

2008 (Jul – Aug)

Czech post (Plzeň 23)

A post-deliver

2005 (Jul) – present

Eliver cooperative and Law office Dr. N.C. Hrušovská (Prague and Pilsen, Czech Republic)

Administrative assisting, events coordinating for family enterprises

Rounds for Eliver and Law office – post, partner's offices etc. Rewriting of documents. Preparation of materials and clients' contracts. In this cooperative I participate on works as: lease of property, loans, and help for people in hard life conditions, diversify of risks, financial consulting.

Achievement - Manage the children camp (April 2011 – August 2011). The camp called *C.O.O.L. tábor Chotíkov* on August 2011. Manage and leading the camp. Eliver participated as financial and technical patron.

Voluntary experience

2013 (Oct) – present

The Center for Security Studies at the Metropolitan University Prague

Research and additional work.

2014 (Sep – Dec)

Local coordinator for The Young Adults European Meeting in Prague 2014

The European Meeting in Prague was organized by Community of Taizé (France).

This unpaid voluntary work was on position as a main manager/leader of the project, leader of the volunteers, further as a main coordinator of project, included: technical works, administration, fundraising, financial and accounting responsibility, animator work, delegation of the competences, translation English and Czech etc.

An achievement was preparation of “The Festival of nations” for the Celebration for New Year's Eve for more than 400 people (an event included families and international guests and local visitors) – program, catering, music, decoration, moderation.

Working languages were English, French, Spanish, Russian, Polish, German and Czech.

2014 (Oct)

Foundation Forum 2000 (Prague, Czech Republic)

A personal assistant of delegate during 18th annual *Forum 2000* Conference (Steven Gan – Prisoner of conscience by Amnesty International, Editor, *Malaysiakini.com* with his wife). Participation on PR video called: *Havel Forever* (remembering on 25th anniversary of Democracy in the Czech Republic, suitable to watch on *YouTube channel*).

2010 (Jul)

Citizens' association Effatha Praha

An instructor and a team leader for children: I led the teams at the 21st annual Catholic Charismatic Conference in Brno.

2006 (Nov) – 2007 (Nov)

Gymnázium Lud'ka Pika, Plzeň and Bone marrow transplant foundation (Pilsen, Czech Republic)

Selling of home-made hearts for as the fundraising's campaigns to earn money for its work.

2012 (Jul)

The Community of Chemin-Neuf (Prague – Tuchoměřice, Czech Republic)

Leading and organising supporting program for children at Meeting of married couples. The work included babysitting and educational program, also animation and relaxing supporting program for children's parents.

Other competencies

2012 (Jun)

The professional training for leaders and instructors of children camps

Accredited course of *Ministry of education, youth and sports (MŠMT)*: pedagogical, first aid skills, leadership, communication skills, additional work useful for the camp, games and other activities. The educational institution was *Dům dětí a mládeže Praha 6 – Řepy*, U Boroviček 1 (Center for leisure time activities for children in Prague 6 – Řepy, Czech Republic).

2011 (Sep) – 2013 (Oct)

Instructor of Zumba fitness Basic 1 and Zumbatomic

Certificates for leading course of dance fitness style for adults and children.

2002 (Sep) – 2004 (Jun)

Course of prevention of social pathological phenomena – /PEER PROGRAM/

Awarded by special honour add to the Secondary School certificate.

Languages

English: Upper Intermediate/Advanced level (Active, B2/C1), High communication and listening skills, advanced at writing.

French: Intermediate level (Active, B1/B2), Very good communication and reading skills.

Spanish: Beginner (Passive, A1), good communication and understanding skills.

Russian: Beginner (Passive, A1), good communication skills.

Technical skills (IT)

Computer Programs: Adobe – create pdf and word documents, Photoshop PSE, Microsoft Office, Html – inserting texts and picture design, Excel, Power Point, Data's mailboxes

Operating System: MAC, Windows

Social media: Facebook, LinkedIn, Skype, Google+, Blog, Twitter

Other

Driving licence B, A

Referee details and recommendations available upon request