

# SAMPLE RESUME

## PERSONAL INFORMATION:

NAME: Petra Janáčková  
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## EDUCATION & QUALIFICATIONS:

1990-1994 Grammar school, Dvořákova 23, Plzeň  
1994-1999 Prague school of Economics, Prague  
Major specialisation: Human Resources Management  
Minor specialisation: Business Administration  
1999-2001 Management Centrum, Jarolímova 7, Prague 6  
Post-graduate programme: Strategic Management in Human Resources

## PROFESSIONAL EXPERIENCE:

09/1996 – 09/1999 X-Consulting, Prague branch  
*Position held:* HR Junior Consultant (part-time)

### *Responsibilities:*

- co-ordination of training programmes
- HR marketing (preparation of web pages, design of posters, advertisements and etc.)
- recruitment of administrative staff (resume screening, interviews, communication with personnel agencies)

10/1999 – present Z-Consulting, Bratislava branch  
*Position held:* HR senior executive (full-time)

### *Responsibilities:*

- co-ordination of recruitment projects including assessment design for various positions, ranging from admin to experienced professionals
- co-ordination of learning and training projects (technical and soft-skills training, language courses, computer training)
- salary and benefits (maintenance of personnel records of employees, designing and maintenance of salary and benefits programmes, payroll agenda for 100 employees)

**Language skills:**

Czech            native  
English        fluent (FCE, Certificate in Business English)  
German         fluent

**Other skills:**

PC skills: MS Word, Excel, PowerPoint, Lotus Notes – working knowledge

**Interests & membership:**

skiing, tennis, squash, golf, history and cooking,  
member of international board of HR managers,  
member of golf club in Czech Republic

**Foreign experience & Achievements:**

One semester at University of Michigan in 1998 (major: organisational psychology)  
Travelling (Nepal, China, India, USA and other European countries)

**Other skills:**

Driver's licence „B“  
Ski-instructor licence