

DANA ŠERÁ

Date of birth: Citizenship: Czech Republic; email:

HIGHLIGHTS OF QUALIFICATIONS

- Hard working
- Good team player
- Ability to work alone
- Very organized, trustworthy and reliable
- Proficient in MS Office, (Flash, Powerpoint)
- Experience in the manufacturing industry

SKILLS AND EXPERIENCE

- Experience in housekeeping in Holiday Inn, Canmore - Alberta
- Experience in housekeeping and work on the apple farm from New Zealand
- Experience in cleaning and service in the sport bar from Czech Republic
- Physically fit
- Driving licence – level 5, own vehicle

EDUCATION HISTORY

2008 - 2012 Univerzita Jana Amose Komenského, Field: PR/ mass communication
2000 - 2005 ŠOŠ Stavební Rybitví, Field: building construction

EMPLOYMENT HISTORY

05-09 2012 Hotel Holiday Inn, Canmore - Alberta
2009 - 2012 Foghorn Production s.r.o. – production of teambuilding events
2008 - 2011 Altercom s.ro. – administration assistant, IT projects
2007 - 2008 IXI sports club Pardubice - cleaning and service
2006 - 2007 Work and travel New Zealand-various jobs (housekeeping, agriculture)
2003 - 2005 MSSL advanced polymers Czech R. - Experience: administration
2001 - 2002 Travel sport agency CVOK Czech Rep, - guide in sports service, experience communication and team leader with group of people