

PERSONAL INFORMATION




JUDr. Klára Žejdlová

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WORK EXPERIENCE

26/06/2015–Present

Certificated translator Italian/Czech

01/04/2000

Translator and Interpreter

ITA - CZE - SLK

Translating:

- law and patents (contracts, judgments, correspondence)
- business (contracts, correspondence, marketing, negotiation)
- electronics and mechanics (manuals of use)
- tourism (brochures, web sites)
- other (history, certificates, narrative, jewellery, textile)
- books - history, art and crafts, cookbooks (publishing houses Euromedia and Fortuna Libri)

Interpreting:

- business meetings, fairs
- press conferences (football - European League, Champions League)
- entertainments (twinning meetings, theatre, film)
- tourism (travel guide)
- interpreting by phone (especially resolving business problems)

01/04/2010–Present

Guide

Pro Loco Itri, Itri (LT) (Italy)

guide in a Museum of Brigands and in a medieval castle, accompanying of delegations, preparing degustations

28/05/2013–31/08/2014

Business professional

MSP s.r.l., Itri (LT) (Italy)

management of the company, administration, accountancy

01/11/1999–31/01/2003

Legal practice

JUDr. Aleš Žejdl, Nový Bydžov (Czech Republic)

private and family law (divorces, agreements private contracts); business law (foundation of companies, contracts, agreements, debt recovery); international law (relations with Italy)

01/06/2000–30/09/2000

Legal practice

Studio legale associato Cecchinato - Geremia, Portogruaro (VE) (Italy)

bases of Italian private and business law (contracts, companies)

EDUCATION AND TRAINING

- 08/12/2014 **General state exam of Italian language - special for interpreters - C2**
 State school of languages, Prague (Czech Republic)
- 02/2014–03/2014 **Course for guide in the Czech republic and Prague**
 School of tourism Tyrkys, Prague (Czech Republic)
 history of Prague and the Czech republic, history of art, world geography and tourism, behavior of the tourist guide in critical situations, preparation of the tourist routes
- 01/12/2011–31/01/2013 **Course of Self-employment** EQF level 5
 Regione Lazio, Latina (LT) (Italy)
 basis of self-employment, marketing, web-marketing, accountancy, making business plan and Grant graphics
- 01/01/2000–08/03/2001 **Advanced Master degree (JUDr.)** EQF level 7
 Charles University, Law Faculty, Prague (Czech Republic)
 Czech and Italian international private law
- 01/05/2000 **General state exam of Italian language** EQF level 5
 Státní jazyková škola Praha, Prague (Czech Republic)
 general exam of Italian language - C1
- 01/11/1999–28/02/2000 **Exam of Italian language - advanced level** EQF level 4
 Università Ca'Foscari, Venezia (Italy)
- 01/09/1994–30/09/1999 **Masters degree (Mgr.)** EQF level 6
 Charles University, Law faculty, Prague (Czech Republic)
 Czech law - private, commercial, penal, public, administrative, constitutional, international, religious; international law - private, public, transport; Italian law - international private, private, commercial; law history and roman law; rhetoric; English for law

PERSONAL SKILLS

Mother tongue(s) Czech

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
Italian	C2	C2	C2	C2	C2
	General state exam of Italian language - advanced level Exam of Italian language - advanced level				
Slovak	C2	C2	C2	C2	B2
English	B2	C1	C1	C1	C1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
 Common European Framework of Reference for Languages

Communication skills

- communication abilities
- adaptability (due to working and living in different countries)
- team work with team leading when necessary
- diplomatic abilities

Organisational / managerial skills

- good team leader
- organization abilities
- management abilities

Job-related skills

- preparing business plan (making a course in Italy)
- negotiation (due to work as a lawyer)
- rhetoric (university course)

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Proficient user	Proficient user	Independent user	Independent user	Independent user

Digital skills - Self-assessment grid

- Microsoft Office 2010 Professional
- Zoner Photo Studio 17
- Corel X3
- Deja Vu X2, SDL Trados 2017 (translating CAT Tools)
- Danea Easyfatt Professional (italian accountancy program)
- internet

Driving licence A1, B