

ANDREA KALUŽOVÁ, CZECH NATIONALITY

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Pod Morávií 1313, 74221, Kopřivnice, Czech Republic

WORK EXPERIENCE

- 2017 – 2018 **Volunteer via Workaway, Teacher of French and English Language**
Conversations in English and French, teaching of English and French language.
British Language Academy, 19A Boulevard Driss Lahrizi, Sidi Amar, Berrechid,
Morocco
- 2015 – 2017 **Translator, Office Manager, Project Manager**
Translation of legal texts from English and French and vice versa, project
management, communication with clients, translators and project managers.
Orange Tree s.r.o., Mánesova 28, 120 00 Prague, Czech Republic
- 2014 – 2015 **Tour Guide in Vila Tugendhat** (Czech UNESCO monument)
Giving tours in Czech, English and French language.
Brno City Museum, Špilberk 210/1, 662 24 Brno, Czech Republic
- 2014 **Receptionist in Hostel**
Working as a receptionist (orders, payments), assuring functioning of the hostel,
giving tips for interesting places.
Hostel Mitte, Panská 11, Brno 602 00, Czech Republic
- 2013 – 2014 **Translator of English and French Language**
Translating EU documents using the SDL Trados Studio and EU databases, such
as Euramis, Eur-Lex, IATE, etc.
European Parliament, Plateau du Kirchberg, B. P. 1601, L-2929 Luxembourg
- 2013 **Interpreter from French**
Interpreting from French to Czech language during a visit of French farmers to
Czech farms.
PRO-BIO LIGA ochrany spotřebitelů a přátel ekologického zemědělství, Kubatova
1/32, 102 00 Prague 10, Czech Republic
- 2013 **Translator from English Language**
Translation of an English book ("The Art of Basic Drawing") from English to Czech
language.
ZONER software, a.s., Nové sady 583/18, 602 00 Brno, Czech Republic
- 2013 **Teacher of French Language**
Teaching one-to-one courses in a Czech language school.
Jazyková škola s právem státní jazykové zkoušky Pelikán, s.r.o., Lidická 9, 602 00
Brno, Czech Republic
- 2010 – 2011 **President, Vice-President**
Organizing program and helping foreign students arriving within the Erasmus
program in order to study at the University of Ostrava. International Students
Club at the University of Ostrava, Mlýnská 5, Ostrava 701 03, Czech Republic

EDUCATION AND TRAINING

2015 – 2016	Two-semester Course of Legal Translation French Language Faculty of Law, Charles University in Prague, Czech Republic
2012 – 2015	Master's Degree Translation – French Language Faculty of Arts, Masaryk University, Brno, Czech Republic
2009 – 2012	Bachelor's Degree Business French Faculty of Arts, University of Ostrava, Czech Republic
2004 – 2009	Graduation Exam Masaryk Grammar school in Příbor, Czech Republic

SKILLS AND COMPETENCES

Mother Tongue	Czech
Other Languages	
	French C1
	English C1
	Spanish A1
	Italian A1

Certificates

FCE – English Language (B2)

STUDY & WORK STAYS

2013 – 2014	European Parliament in Luxembourg – Translator trainee, translating EU documents from English and French language
2011 – 2012	University of Strasbourg, France – Study stay at the Institute of Translation, Interpretation and International Studies, Translation French-English
2010	Working stay within the Erasmus program – Receptionist in hostel (orders, payments), assistance at local cultural events. Auberge de jeunesse, Ile des Récollets, 56300 Pontivy, France
2006 – 2007	St. Louis Park Senior High School, United States of America, Minnesota – Study stay at a common American high school

COMPUTER SKILLS AND OTHER COMPETENCES

User command of PC – Windows, Microsoft Office, Internet
CAT Tools – SDL Trados, Memsource
Car driving license (category B)

HOBBIES

Culture – theater, tourism, film, music, books
Sport – swimming, skiing, snowboarding, jogging, yoga