



Europass Curriculum Vitae

Personal information



First name(s) / Surname(s) **Ema Pokorná**
Address Carril de la villa, 9-2ºB, 30150 Murcia (Spain)
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E-mail(s) pokorna.ema@gmail.com
Nationality Czech
Date of birth 26/10/1982
Gender Female

Desired employment / Occupational field

Tour Guide, Translator, Interpreter

Work experience

Dates	26/04/2012 →
Occupation or position held	Tour Guide
Main activities and responsibilities	Guided tours in English, Spanish, Russian and Czech in the Region of Murcia
Type of business or sector	Arts, entertainment and recreation
Dates	15/11/2009 - 28/02/2012
Occupation or position held	Administrative secretary
Main activities and responsibilities	Invoicing, communication with foreign countries, unpayment claiming, preparing documents and correspondence, managing in-coming and out-going calls and emails, providing fax and copy assistance.
Name and address of employer	Alvaro Inglés, S.L. 38 Buero Vallejo, 30332 Balsapintada (Spain)
Type of business or sector	Transportation and storage
Dates	01/10/2004 - 31/01/2008
Occupation or position held	English, Spanish and Czech Teacher
Main activities and responsibilities	Teaching of English, Spanish and Czech as foreign languages, students evaluation, management of teaching materials and attendance sheets, development of study programs.
Name and address of employer	Private language schools and public institutions Brno (Czech Republic)
Type of business or sector	Education
Dates	12/07/2007 - 30/09/2007
Occupation or position held	Cashier
Main activities and responsibilities	Cash desk operative system, communication with foreign clients, administration of financial documents.
Name and address of employer	Cajamurcia Murcia (Spain)
Type of business or sector	Financial and insurance activities

Education and training

Dates 01/09/2002 - 13/01/2009

Title of qualification awarded Master's Degree in Spanish Filology and Musicology

Name and type of organisation providing education and training Masaryk Univeristy
Brno (Czech Republic)

Personal skills and competences

Other language(s)

Self-assessment
European level (*)

Spanish

English

Russian

German

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user
C1	Proficient user	C1	Proficient user	C1	Proficient user	C1	Proficient user	C1	Proficient user
B2	Independent user	B2	Independent user	B2	Independent user	B2	Independent user	B2	Independent user
B1	Independent user	B1	Independent user	B1	Independent user	B1	Independent user	B1	Independent user

(*) [Common European Framework of Reference \(CEF\) level](#)

Social skills and competences Sociable, with very good communication skills.

Organisational skills and competences High level of organisational skills gained during professional career and on a personal level.

Technical skills and competences Acceptable technical skills. Capacity of learning new skill quickly.

Computer skills and competences Good command of Microsoft Office tools and different Internet applications.

Artistic skills and competences Playing piano and singing - music in general.

Driving licence(s) B, B1, BE

Additional information

- CAE (Cambridge Certificate in Advanced English)
- BEC Higher (Cambridge Business English Certificate Higher)
- Certificate of Intermediate Level in German Language issued by Official Language School Murcia
- Certificate of Advanced Level in Russian Language issued by Official Language School Alicante
- Official Tourist Guide of the Region of Murcia