

Bc. Marta Keblúšková

Highest education attained: Bachelor's

Sex: Female

Date of Birth: 20-2-1983

Place of Birth: Czech Republic

Country of citizenship: Czech Republic

Marital status: Single

Disabled with special needs: None

**Contact info:**

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Contact address: Cheb, Vrbenského 1531/8, 35002, Czech Republic

**Work experience:**

01/2009 - till now **Oldany Group**

Profession: ***External Translator***

Translation of press releases, IT translation

Field of work: Administration

01/2008 - till now **Vistamedia Cheb (1 - 5 employees)**

***External Translator***

Translation of web sites (hotels, marketing, tourism)

Field of work: Administration

Profession: Interpreter / Translator

09/2007 - till now **Velta Plus EU, s.r.o. (100 - 199 employees)**

***Assistant of Director and Export Manager***

•communication with business partners in English and French

•communication with export and import and related authorities, and customers and suppliers, in all relevant territories and countries, as necessary to ensure efficient, positive and lawful relations, support and activities.

•basic logistics operations (cargo-related documentation, international trading practices)

•translation work (from Czech language to English language and vice versa)

01/2008 - 03/2008 **ISŠ Cheb**

***External Translator***

Translation of special literature (study materials, study books)

10/2005 - 06/2007 **Sunflower Cheb**

***English and French Teacher***

Both individual and group lessons

Various knowledge levels (beginners to advanced)

Translation work (from English to Czech and vice versa)

Field of work: Training and education

Profession: Lecturer/Instructor

**Education:**

2002 - 2005 **Westbohemian University- Philosophical Faculty**

Foreign Languages for Commercial Purposes (English –

French)

1994 - 2002 **Grammar School Cheb**

General professional preparation

**Knowledge and skills:**

Czech: Proficient / native speaker

English: Advanced

French: Advanced

German: Intermediate

IT knowledge: User; Solid knowledge of MS Office and Internet applications

Driving licence: B

Interest: Foreign Languages, Sport, Literature, Music

References: Contacts upon request

**My ideal job:**

Workplace location: Region of Karlovy Vary (West Bohemia) or external (work from home)

Type of employment: Contract work (work performed under Identification No.), Full-time work

Field of work: Tourism and accommodation, Banking industry and financial services,

Administration