

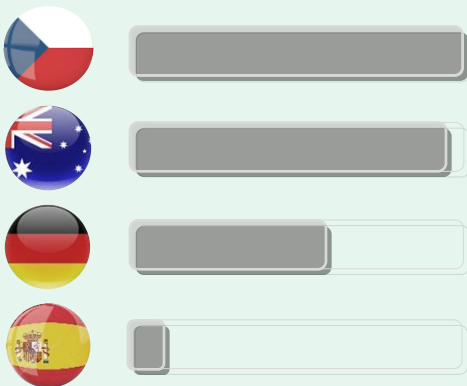


KATERINA HAJNOVÁ

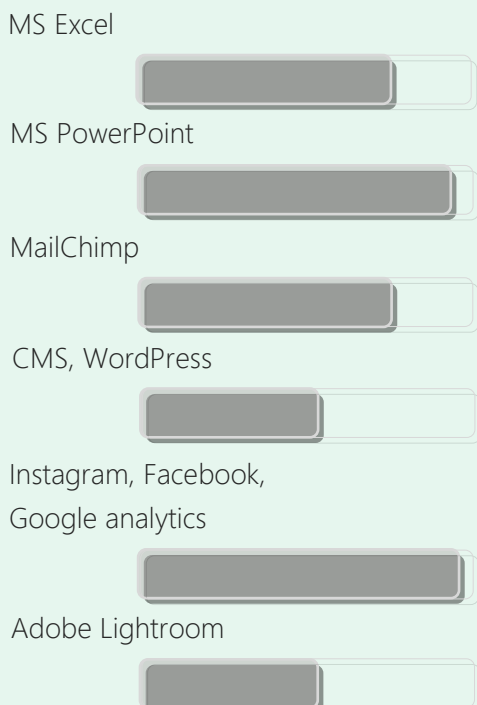
CONTACT

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- Lessingweg 4, 31707
Heeßen, Germany

LANGUAGES



HARD SKILLS



PROFILE

A 2017 International Business master graduate at Prague's Metropolitan University and Technische Hochschule in Deggendorf, combined just came back from almost 2-years lasting globe-trotting & different cultures exploring and is looking for new exciting & creative challenges on the homefront. Me!

Creative content writer & social media manager & designer with a distinctive & original footprint, 5+ years of professional working experience in a wide variety of fields from cost & project management on a massive hotel resort on Maldivian island Fushivelavaru, over strategic planning & content creating for Red Bull, to social media management & performance management for newly released accounts as well as the ones with wider reach & viewership. I am on the top of new trends, technical features & I am continuously educating in this field to know how to kick the algorithms & engagements (and also my German skills) to the right direction.

EXPERIENCE

VENUE MANAGER 08/2018 – 03/2019

The Orient Express, Byron Bay, Australia

Responsibilities: Overall organizing and controlling the staff, Event Organization management, Social Media management, HR management & shifts planning, Payroll Assistant, Ensuring a smooth workflow every day

STRATEGIC PROGRAM PLANNING INTERN 01/2017 – 08/2017

Red Bull Media House GmbH, Salzburg, Austria

Responsibilities: Supporting the strategic content planning team in all planning tasks, Organizing screenings of films & short form pieces, Ensuring an information flow with Production and other relevant teams, Compiling program highlights & send outs to the countries, Creating official presentations, Supporting scheduling & operations team & more

MARKETING INTERN 09/2016 – 12/2016

Ascari People GmbH, Munich, Germany

Responsibilities: Supporting a start-up, Marketing analyses & surveys, Marketing campaigns planning, Support to business development, Social media, Branch Manager & Key Account Manager support

EXECUTIVE ASSISTANT & OFFICE MANAGER 01/2014 – 03/2016

Unitrex Construction s.r.o., Prague, Czech Republic

Responsibilities: Creating business orders, Correction & finalization of business contracts, Communication with clients & suppliers, Support to project & cost managers, Marketing analyses & researches

EXECUTIVE ASSISTANT & OFFICE MANAGER 11/2012 – 09/2013

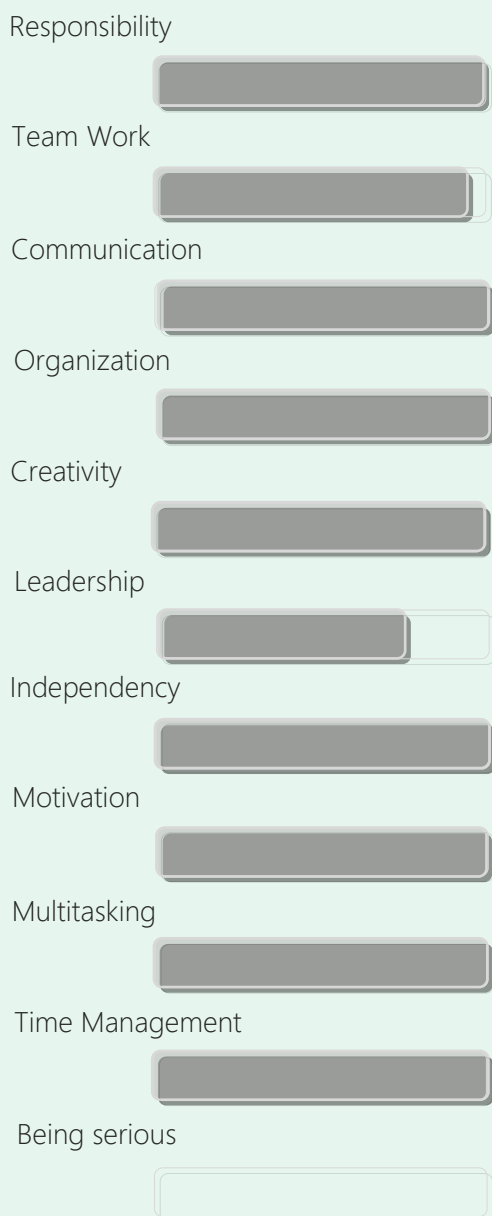
Edifice Construction & Consulting s.r.o., Prague, Czech Republic

Responsibilities: Assistant to Project & Cost managers on international projects, Creating business orders & communication with suppliers and clients, Marketing analysis & surveys, Correction & finalization of business contracts, Social media

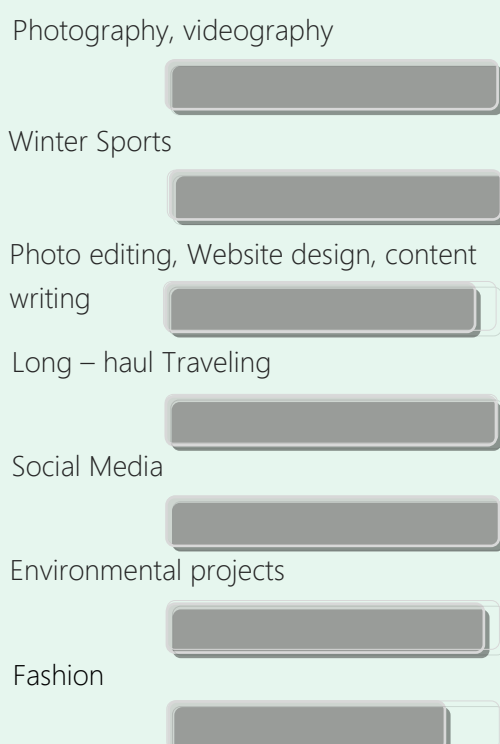


KATERINA HAJNOVÁ

SOFT SKILLS



HOBBIES



EDUCATION

ENGINEER OF INTERNATIONAL BUSINESS 10/2015 – 09/2017

Metropolitan University Prague, Czech Republic

Subjects: Int. Business, Micro/Macroeconomics, Statistics, Optimization Methods, Int. Monetary Systems, Marketing Communication, Outer Economic Relations of EU, Comparison of EU economies, Financial Law, Risk analyses,...

SEMESTER ABROAD – STRATEGIC & 03/2016 – 08/2016

INTERNATIONAL MANAGEMENT

Technische Hochschule Deggendorf, Germany

Subjects: International Project Management & Strategic Planning, Strategic HR Management & Business Ethics, Scientific Theory & Research Methods, International Marketing, Intercultural Competence, Strategic Evaluation of Countries, IT strategies

BACHELOR OF INTERNATIONAL BUSINESS 11/2011 – 09/2015

Metropolitan University Prague, Czech Republic

Subjects: Int. Business, Mathematics, IT for Economists, Business Management, International Marketing, EU Institutions and Legislation, European International Integration, International Business Law, Accountancy, International Finance Systems,...

POLITICAL SCIENCES & ECONOMY 10/2010 – 09/2011

University of Economics Prague, Czech Republic

Subjects: International Economics, IT, Finance, Mathematics, International Law, International Relations, Statistics, EU legislation, Comparison of Political Systems, Marketing, Politics, Management,...

EXTRACURRICULAR ACTIVITIES

ENGLISH, ECONOMICS & MANAGEMENT 09/2009– 10/2010

AZ-SMART Institute, Prague, Czech Republic

FCE certificate preparation, marketing & management courses

GERMAN INTENSIVE LANGUAGE COURSE 09/2008 – 06/2009

Goethe Institute, Prague, Czech Republic

Reaching level B1 in communication

INTERNATIONAL STUDENT MEETINGS & 10/2008, 10/2009

DISCUSSIONS ON EU TOPICS

Europahaus Marienberg, Bad Marienberg, Germany

Study stays & participation on international student meetings, seminars & projects