

Jitka KANTOVÁ

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Geneva



Avalability	Immediate
Permit	Residence permit B in progress
Languages	Czech (native C2) French (advanced B2) English (advanced B2) German (Basic A1)

- **3 years' experience in organizing events, guest service and agenda preparations**
- **Client oriented, excellent presentation and communication skills**
- **Experienced user of Microsoft Office products**

WORK EXPERIENCE

Volunteer - organization of the General Assembly

5-2018

Child Rights Connect, Geneva, Switzerland

- During a two-day conference, helping with preparation, arranging the room, receiving and guiding the participants, counting votes during the election parts, helping with catering and the service during the public reception

Officer at the Protocol Department

12-2014 / 12-2017

Mayor's Office, Municipality of Pilsen (180'000 inhab.), Czech Republic

- Protocol officer during official meetings and ceremonies
 - Responsible for international relations of Pilsen city (direct contact with ambassadors, embassies and delegations)
 - Event organization at regional, national and international level (e.g. The Liberation Festival, events related to Pilsen as European Capital of Culture 2015, commemorative acts or the city ball)
- Responsible for the cooperation with Limoges in France and Liège in Belgium (sister cities of Pilsen)
- Responsible for the agenda of the Committee for European Affairs
 - Management of the grant program
- Drafting, correction and/or translation of diverse correspondence in Czech, French and English
- Business travel arrangements

Development and Cultural Traineeship in Japan

Mayor's Office at the City Hall of Takasaki (370'000 inhab.)

- September 2017, cultural exchange with the City hall of Takasaki (sister city of Pilsen in Japan)
 - Widening knowledge of Japanese municipal structure
 - Deepening protocol experience towards Japanese habits

Administrative assistant - internship**9-2014 / 12-2014**

*Permanent Representation of the Pilsen Region to the EU
in Brussels, Belgium*

- Drafting of reports or papers concerning the EU and the Czech republic
- Ensuring general administration of the office
- Liaising with partners in the EU institutions, international associations based in Brussels and other regional representations
 - > Event organization and guest service

Administrative officer at the Department of Internal Affairs**2008 / 2014**
(Part-time)

Regional Authority of Pilsen Region (570'000 inhab.), Czech Republic

- Mail processing at the front desk
- Management and dispatching of documents and parcels

EDUCATION AND TRAINING

2014

- Master's Degree In International Relations
University of West Bohemia (Pilsen)
- Intensive French language course at International Summer Language School
University of West Bohemia (Pilsen)

2012

- Bachelor's Degree in International Relations – British and American Studies
University of West Bohemia (Pilsen)

2011

- Intensive French language course at International Summer Language School
University of West Bohemia (Pilsen)

2010

- Intensive French language course at International Summer Language School
University of West Bohemia (Pilsen)
- Certificate of first aid course
Czech Red Cross (Pilsen)

2009

- Post-secondary school Certificate in English and French language
State Language School Pilsen

2008

- Secondary School Leaving Exam in Public management
Secondary Vocational School of Professor Švejcar, Pilsen
- Certificate of English language course (level B1)
Colchester English Study Centre (Great Britain)

ADDITIONAL INFORMATION

- Driving license B
- Hike and ski addict
- Avid interest for discovering foreign cultures