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Michal KREJČÍ Curriculum Vitae



Personal information

First name / Surname **Michal KREJČÍ**
Address Bráfova 59, Brno, 616 00, Czech Republic
Mobile +420 608 150 293
E-mail michal.krejci@prvni.com
Nationality Czech
Date of birth 29. 12. 1981
Gender Male

Work experience

Dates March 2012 – November 2012
Occupation or position held **English to Czech Translator and Proofreader (In-house Position)**
Main activities and responsibilities

- Translation, checking, editing, preparation of glossaries and related linguistic tasks.
- Topic: Console gaming – hardware materials, technical guides and games descriptions.

Name and address of employer Localsoft, S.L., Calle Severo Ochoa 16-20, Parque Tecnológico de Andalucía, Málaga, Spain
Type of business or sector Localization
Dates April 2011 – February 2012
Occupation or position held **Business Director / Copywriter**
Main activities and responsibilities

- Formation of a new company in order to open electronic shop with entertaining electronics.
- Deployment and management of e-commerce and internal company systems.
- Creation and localization of company and product websites into Czech and English languages.
- Producing texts for various products and services in English and Czech languages.

Name and address of employer ProfiExit s.r.o., Hviezdoslavova 1191/55a, Brno, 627 00, Czech Republic
Type of business or sector Retail Business / IT
Dates September 2005 – April 2011
Occupation or position held **Senior Technical Writer (2005 - 2010) / Localization team leader (2010 - 2011)**
Main activities and responsibilities

- Managing localization workflow (translation into 22 languages through external providers).
- Projecting and implementing solutions for documentation and help files production.
- Creating and managing English documentation for various security software products.
- Localization into Czech language.
- Providing technical support for documentation / localization related tasks.
- Training junior technical writers.

Name and address of employer AVG Technologies CZ, s.r.o., Holandská 4, Brno, 639 00, Czech Republic
Type of business or sector IT / Security Software
Dates February 2003 – March 2005
Occupation or position held **E-Commerce Manager / Branch Office Director**
Main activities and responsibilities

- Managing project managers, proofreaders, reviewers, temps and external suppliers.
- Project management - both small and large volume localization and DTP projects.
- Communication with clients and suppliers mainly in foreign language.
- Preparation of quotations, concluding agreements, acquiring new clients and suppliers.
- HR activities – recruitment of new staff (evaluation, training etc.).
- Translating and interpreting (English - Czech mostly).

Name and address of employer Aspena, s.r.o., Gorkého 15, Brno, 602 00, Czech Republic
Type of business or sector Translation / Localization / Interpreting

Dates January 2003 – October 2006
 Occupation or position held **Technical Documentation Writer / Copywriter**
 Main activities and responsibilities Production of software documentation and website content in English language.
 Name and address of employer Corewebsoft Developers Group, Brno, Czech Republic
 Type of business or sector Internet / Web Applications

Dates 1999 – 2002
 Occupation or position held **Freelance Journalist / Reviewer (Czech language)**
 Main activities and responsibilities - Writing reviews for a technical journal (CHIP).
 - Writing articles on different topics - telecommunications / Internet / CATV.
 Name of employer Vogel Publishing, s.r.o. and Softwarové Noviny, s.r.o.
 Type of business or sector Press

Education and training

Dates 2001 - 2003
 Title of qualification awarded None - interrupted due to family reasons.
 Principal subjects covered Electrical, Electronic, Communication and Control Technology
 Name of educational organization University of Technology Brno (VUT) - Faculty of Electrical Engineering and Communication, CZ
 Dates 1997 – 2001
 Name of educational organization Gymnasium Palackého 50, Nový Jičín, 741 01, Czech Republic

Personal skills and competences

Mother tongue **Czech**
 Other languages **English, Spanish, German**
 Self-assessment

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C2	Proficient user	C2	Proficient user	C1	Proficient user	C1	Proficient user	C1	Proficient user
B1	Independent user	B1	Independent user	B1	Independent user	B1	Independent user	B1	Independent user
A2	Basic user	A2	Basic user	A2	Basic user	A2	Basic user	A2	Basic user

European level ()*
English
Spanish
German

(*) [Common European Framework of Reference for Languages - http://tinyurl.com/europass-lng-en](http://tinyurl.com/europass-lng-en)

Technical skills and competences - Conducting user training courses (IT topics – MS Office, web publishing, DTP/CAT tools ...).
 - IT Technical support of end users in English/Czech language (in person, over e-mail or phone).
 - Educated massage therapist (classic and Swedish massage), occasional Power yoga instructor.

Computer skills and competences - Professional level of IT knowledge (gained through IT hobbies and work experiences).
 - Advanced knowledge of Windows Desktop/Server OS – including hardening security, maintenance, remote administration, users support, scripting, automation etc.
 - Advanced experience with MS Office, Imaging/DTP, Web development, CAT and other tools.
 - Basic (semi-advanced in some areas) general Linux OS knowledge.
 - Advanced administration of hosting servers (mail, web, applications, backup) running Linux CentOS (security management, general maintenance), implementation of hosting server and services management software (Plesk, cPanel, Directadmin, WHMCS) and related tasks.
 - Complete projection, production and administration of various web based projects.
 - Advanced experience with implementation of different web applications (publishing platforms, multimedia systems, documentation tools, ad management, project management and more).

Artistic skills and competences - Copywriting, journalistic work (mostly IT related articles in English or Czech language).
 - Personal / PR blogging, writing entertaining stories (multi-language leisure time activity).

Other skills and competences Physiotherapy (semi-professional interest), sports (power yoga, fitness centre), lifelong IT enthusiast (Computers, Internet or related contraptions), foreign languages (always keen to learn a new one).

Driving license Category B (cars)