

MGR. LADA MATYÁŠOVÁ, DiS.

PERSONAL INFORMATION

Address Bezručova 6, 787 01 Šumperk
Phone +420 732 204 558
E-mail matyasol@centrum.cz
Nationality Czech
Date of birth 29 October 1988



WORK EXPERIENCE

- | | |
|--------------------------|---|
| 1. 1. 2022 – till now | Tatra kolem světa 2
- copywriter (on the contract) |
| 1. 11. 2021 – till now | Czechitas z.ú.
- workshop leader (on the contract) |
| 1. 4. 2021 – till now | Junák – český skaut; Tiskové a distribuční centrum, z. s.
- head of an issue of magazine Scouting (on the contract) |
| 1. 3. 2022 – 30. 4. 2022 | Kudrna s.r.o.
- dispatcher and assistant to tour guarantors |
| 1. 11. 2019–31.11.2021 | Project Coordinator in Haiti; Archdiocesan Caritas Olomouc
- management of a Child sponsorship programme
- financial management of development projects in Haiti
- workshops at schools, lectures and other events for the public |
| 1. 4. 2018–20. 6. 2019 | Administrative worker; Caritas Šumperk
- manager of a small staff team
- events and volunteer coordinator
- ensuring health and safety at work and other administrative tasks |
| 1. 3. 2017–31. 3. 2018 | Librarian; Agrovýzkum Rapotín s.r.o.
- independent library management
- administration of grants and library projects |
| 1. 11. 2017–31. 12. 2018 | Translator; Khan academy, z.s.
- translations from English into Czech in the field of mathematics |

EDUCATION

2014 – 2016 (Mgr.)	Masaryk University Brno; Information Studies and Librarianship; diploma thesis Creating a model of an experiential course to develop information literacy
2009 – 2012 (DiS.)	Business Academy, Secondary Vocational School of Librarianship and Higher Vocational School of Library, Information and Social Services Brno; Information Systems

LANGUAGES

Czech	mother tongue
English	intermediate (B2: independent user)
German	basic (A1: basic user)
French	basic (A1: basic user)

KNOWLEDGE AND SKILLS

Group B	driving licence
Library systems	Aleph, Clavius, Verbis (Kp-Win); archival Bach, Demus
Computer literacy	Office software, Prezi, Adobe Premiere and Pinnacle video

COMMUNICATION SKILLS

- good communication skills in written and oral form through international project management
- assertive communication with children and young people using a respectful approach

ORGANIZATIONAL AND MANAGERIAL SKILLS

- project management (Erasmus+ youth exchanges and youth leader training)
- team leadership (scout troop leader, scout training course instructor, First Aid training)
- organisational skills (leading international youth projects, camps and other events)

SPECIFIC SKILLS

- creative writing - matyasol.wix.com/blog
- passionate traveller, dancer, hiker, writer and reader