

OSOBNÉ ÚDAJE **Grechová, Ing. Mgr. Martina**

📍 Tatranská Lomnica 105, 062 01 Vysoké Tatry

✉ office@language-centrum.sk

PRAX

10.08.2012–Súčasnosť

MATINA - English language school, Poprad, Kežmarok, Stará Ľubovňa (Slovensko)

- English language courses - Callan method, The Direct Method of English (Business English, English for lawyers)

- language services

- translating services - translation from/to English language

*** legal and economic translations (contracts, decisions, ...)

*** medical translations = endocrinology, metabolic diseases, orthopaedics and immunology (alternative medicine, marketing brochures for various projects within pharmaceutical conferences, translations of conference/seminar agenda, materials, medical devices)

*** literary translation (exhibit labels for museums)

www.language-centrum.sk

03.02.2015 **Organization: Secondary Technical school, Kukučínova 12, 058 01 Poprad Period: 3.2.2015 Position: English language teacher**

Stredná odborná škola technická, Poprad (Slovensko)

02.06.2013–02.06.2014 **Organization: T-Systems Slovakia, Žriedlová 13, 040 01 Košice Period: 2.6.2013 - 2.6.2014 Position: Controller - Order management**

T-systems Slovakia, Košice (Slovensko)

02.05.2012–02.06.2013 **Organization: Fleming Europe company, Štúrová 27, 040 01 Košice Period: 2.5. 2012 - 2.6. 2013 Position: Internation project manager - selling of conferences**

Event production - Fleming Europe company, Košice (Slovensko)

03.10.2011–30.04.2012 **Organization: L-work job agency, Krivá 18, 040 01 Košice Period: 3.10.2011 – 30.4.2012 Position: HR manager with English and German language**

L-work, Košice (Slovensko)

01.07.2005–01.07.2012 **Organization: The Ľubovňa castle - tourist guide in English, Russian and Slovak language Period: 7 – 08. 2005, 06 – 09. 2006, 07 – 09. 2007, 06 - 08. 2008, 07 – 08. 2009, 07 - 08. 2010, 07 – 08. 2011, 07 – 08. 2012**

The Ľubovňa castle, Stará Ľubovňa (Slovensko)

VZDELÁVANIE A PRÍPRAVA

01.09.2005–30.06.2010 **Financial management**

The University of Economy in Bratislava, Košice (Slovensko)

01.09.2007–30.06.2014 **Scientific subject field: English and American studies**
The University of Prešov in Prešov, Prešov (Slovensko)

01.09.2010–30.06.2011 **Pedagogical study**
The Technical university - The Department of engineering pedagogy, Košice (Slovensko)

OSOBNÉ ZRUČNOSTI

Materinský jazyk slovenčina

Komunikačné zručnosti

- English language – expert, interpretation
- German language - B2
- Russian language - B1
- Polish language - A2

Pracovné zručnosti

Pedagogical studium -The Technical university in Košice
3 semesters of Cambridge course
Certificate of Translation Memory software - Wordfast
Certificate of Translation

Certificate of Effective communication
Certificate of Corporate culture
Certificate High-advanced VISTA - English language school
Certificate of tourist guide
Certificate of Water salvage and rescue service - lifeguard-rescuer

School leaving examination from Typewriting and Business correspondence
Driving license - type B

Bookeeping by single (KROS Alfa) and double entry (KROS Omega)

Digitálna zručnosť

SEBAHODNOTENIE				
Spracovanie informácií	Komunikácia	Vytváranie obsahu	Bezpečnosť	Riešenie problémov

Digitálne zručnosti - Tabuľka sebahodnotenia

SAP 02 (Purchasing orders), SAP Simunye MS Office Software (MS Word, MS Excell, MS Powerpoint, MS Internet Explorer, MS Outlook) Hotelový software HORES OpenProjector Databázové programy

- Translation Memory software - Wordfast
- SAP SAP 02 (Purchasing orders), SAP Simunye
- MS Office Software (MS Word, MS Excel, MS PowerPoint, MS Internet Explorer, MS Outlook)
- Hotel software HORES
- OpenProjector
- Database software
- Bookeeping by single (ALFA Kros) and double (ALFA Omega) entry