

# Daniel Kallmunzer

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## Personal statement

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I'm a native Czech speaker living in the UK for the past sixteen years. I'm a professional, working at a management level position. I want to dedicate my spare time to branch out and build a new career in translating and consulting. My Czech is stylistically and grammatically at a very high level; I used to publish in several local Czech newspapers and magazines. In the UK, I have gained Level 1 and Level 2 qualification in public service interpreting. Through my professional life, I have a track record of reliability, punctuality, and attention to detail.

## Key Skills

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- Strong organisational, leadership and communicational skills
- Excellent customer service
- IT Proficient
- Highly motivated and hard working with an eye for detail
- Effective and comfortable working both independently, and as a part of a team

## Employment History

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### **Operations Controller, Mortons Dairies Ltd, Liverpool**

*(ex-Express Dairies, ex-Arla Foods, ex-Dairy Crest PLC)*

*(February 2005 – Present)*

Achievements and responsibilities:

- Creating staff rotas and managing holidays for 60+ employees
- Reconciling payments and stock in multimillion-pound turnover business
- HR – leading investigations and disciplinaries, conducting job interviews, etc.
- Health and safety IOSH trained, Behavioural Safety Programme champion
- Developing new systems of work; undertaking business reorganisations
- Dairy Crest's Employee Development Programme 2007/08 graduate

### **Customs Clearance Agent, CP-Service a.s., Prague, Czech Republic**

*(January 2002 – January 2005)*

Achievements and responsibilities:

- Processing custom clearance declarations for major Czech exporter (Mitas a.s.)
- Implementing new computer systems
- Collating VAT returns and INTRASTAT figures and presenting them to the Board members

## **Ground Personnel, Czech Air Force, Prague, Czech Republic**

*(October 2000 – October 2001)*

Achievements and responsibilities:

- Overseeing an aircraft fuel depot
- Responsible for maintaining fuel and other fluids stock levels
- Achieved two promotions within a year

## **Education**

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### **Gymnazium Postupicka, Prague, Czech Republic**

*(September 1996 – June 1999)*

Graduated with high school diploma/school leaving-exam ('Maturita'), A-levels equivalent:

- Czech – A, History – A, Social Studies – A, English – B

## **Hobbies & Interests**

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I am married, father of three. In free time, apart from spending time with my family, I enjoy socialising and sports, as well as volunteering – I am a primary school governor, and I hold a position within a local political party. I ran three times for Manchester City Council, and I was a campaign manager for Manchester Central constituency in the past two General Elections.

## **Other**

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- Full UK driving licence
- EU Settled Status (entitled to full working rights)
- Level 1 & 2 Community Interpreting Qualification

## **References**

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References are available upon request.