CURRICULUM VITAE

Personal Information:
- **Name: Ing. Jana Poupová**
- Date and place of birth: 26.7.1993, Prague
- Address: Osvobození 919, Unhošť, 273 51, Czech Republic
- Telephone: +420 721 019 437
- E-mail: poupova.jana@seznam.cz

Education:
- September 2017 – February 2021: **Prague University of Economics and Business, Faculty of Business Administration**, main field of study – **Management**; minor field – **Multimedia communication**
- January 2018 – June 2018: **University of Stirling, Faculty of Business and Administration (Erasmus+ program)**
- 2013 – 2017: **Prague University of Economics and Business, Faculty of Economics**, main field of study – **National Economics**

Work Experience:
- November 2021 – present: **Lidl, purchasing department** – administrative worker (**managing escalations in the application JIRA**, administrative support of buyers, processing of documents for creation of supplier-customer contracts, data management in corporate system (database of products and suppliers), communication with suppliers in the Czech Republic and abroad)
- November 2015 – November 2021: photographer in eshop with antiquities – eantik.cz (photographing and photo editing, web content creating, administrative work)
- September 2019 - January 2020: organization of a movie festival MultiFest.cz for 250 students (fundraising, production work, web content editing)
- February 2019 – June 2019: Czech Centre Budapest – internship in cultural management (administrative support of the director, photographing and photo editing, web content editing)

Language skills:
- Czech: native
- English: C1
- German: A2
- Spanish: A1

Other knowledge and skills:
- Computer skills: **Microsoft Office – Word, Excel, PowerPoint**, Picture Manager (advanced knowledge), Adobe Illustrator (advanced knowledge), Zoner Photo Studio (advanced knowledge), Photoshop (basics), **HTML5, CSS3 (intermediate knowledge), Bootstrap (basics), JavaScript (basics), regular expressions (basics), JIRA software (intermediate knowledge)**
- Driving licence category B
- Digital photography and digital video course