

CURRICULUM VITAE

Iveta Rainišová

Personal Information	<i>Marital status:</i> Married <i>Nationality::</i> Czech
Education	July 2007 – Jan 2008 TEFL (Dublin, Ireland) 2001 Certificate of Proficiency in English (Prague) 1999 IMIS Diploma, City of London College (London) (Institute for the Management and Information System) <i>Passed subjects:</i> <ul style="list-style-type: none">• Financial and Quantitative Methods• Microcomputers and Network System• Business Communication• Information Technology I, II 1998 City & Guilds Certificate, City of London College (London) <i>Passed subjects:</i> <ul style="list-style-type: none">• Programming project – COBOL• Structured Programming• Data Processing 1996 City & Guilds Certificate, City of London College (London) <ul style="list-style-type: none">• Constructing databases• Using spreadsheet• Microsoft Word 1988-1992 Pedagogical College (SPgŠ) Maturita, Czech Republic
Employment History	Sep 2009 - now Primary school, Český Brod (teaching English to children of second and third grade) Jan 2008 – now Teaching English to private students English teacher in Carpinus (Language school in Český Brod) May 2005 – Jan 2008 WP Assistant, William Fry Solicitors (Dublin) <i>Job description included:</i> <ul style="list-style-type: none">• Amending and creating various contracts and due diligences in Word and PowerPoint• Audio typing• Assisting professional and support staff in solving various document-related problems, working under pressure• Assisting professional staff in meeting, etc.

Oct 2002 – Apr 2005

Senior Project Assistant, KPMG Transaction Services (Dublin)

Job description and responsibilities included:

- Creating, updating and formatting vast due diligence reports in PowerPoint
- Responsible for reports' consistencies and compliance with the firm's standards and templates
- Ability to work under pressure and long hours and travel at short notice
- Suggesting presentation ideas
- Training professional staff in using in-house templates and various tools in Power Point and Excel
- Keeping up-to-date with the latest development and best practice report writing
- Assisting in recruitment for support staff

(Arthur Andersen in Ireland was taken over by KPMG in 2002)

Sep 2001 – Oct 2002

WP Secretary, Arthur Andersen, ABA division (Dublin)

- Responsible for amending and reformatting financial statements and reports in Word and presentations
- Handling written and oral enquiries
- Maintenance of staff database – assigning staff to certain jobs based on managers' requests, etc.

Apr 2000 – Aug 2001

Legal Secretary, Weinhold Andersen Legal (Prague)

- Responsible for general admin/PA work including creating and amending legal reports either from tapes or written drafts
- Translation of letters and legal documents
- Database maintenance, assisting in regular distribution of Legal News, etc.

Oct 1997 – Sep 1999

Admin Assistant, Czech Centre (London)

General admin work for:

- Czech Tourist Authority
- Czech Invest
- Czech Trade

1994 – 1997

Au-pair and nanny in various places (London)

1993 – 1994

Support teacher, Primary School (Český Brod)

Skills and Interests

PC literate:

- Advanced PowerPoint
- Advanced Word
- Intermediate Excel
- Fast typing speed (in English)

Gym fan (addicted to free weights)