

Curriculum Vitae

Name Adéla Ficíková BSc.
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Date of birth 03. 08. 1991
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Nationality Czech



Education

2010 – 2014 University of Pardubice, Faculty of Chemical Technology
Study program: Special Chemical and Biological program
Specialization: Clinical Biology and Chemistry
Bachelor's thesis written in English and nominated for the Dean's Award.

2002 - 2010 The First Czech Grammar School in Karlovy Vary

Work experience

April 2015 – Present

NCH Corporation/Flexfill

Position: Product Label Controller

- Quality check of CLP labels on products
- Correction of Czech and English phrasing to meet chemical standards
- Translation of business correspondence

August 2013 – March 2015

Freelance translator Czech-English and vice versa

Position: Interpreter and translator

- Translation of technical manuscripts, manuals and documents
- Interpretation of corporate events and conferences
- External translation of business correspondence for clients

September 2012 – June 2013

MeDiLa s. r. o. (Diagnostic facility)

Position: Laboratory assistant (unpaid internship)

- performing of routine tasks in microbiology and haematology department
 - following of strict guidelines for safe laboratory work
 - precise documentation of samples and patient records
 - sorting and labeling of clinical material
 - disinfection of surfaces, heat-based cleaning of laboratory glass and disposal of biological waste
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Language skills

English – C2 level (TOEFL IBT 115/120 pts - Native or bilingual proficiency)
Russian – A2 level – Basic knowledge

Personal and Computer skills

MS Office – Advanced knowledge of MS Excel, Word and PowerPoint.
Driving licence - B

References

Amir Momeni – EPIC Credentialed Trainer - www.linkedin.com/pub/amir-momeni/97/242/778/en

Jitka Hlavova – Duality Management Supervisor
