



MARKETA CERNA

RESUME AND CAREER PROFILE

PERSONAL PROFILE

It will soon be eighteen months since I came to Australia to learn English and explore different ways of life. I have now completed the Upper Intermediate Level in English and I feel very ready and interested in obtaining a job in my field as a civil engineer.

Prior to coming to Australia I spent a wonderful time studying and working in Germany (2 months) and Austria (1 month) as part of my academic practice. I have therefore gained experience living and working in a foreign environment.

I am self motivated with the ability to organize, prioritise and work unsupervised. I have demonstrated this during my studies and previous work experience in different positions and places. I believe I adapt well to positions with varying demands.

I have a passion for traveling, photography and all kinds of sports, especially surfing, running, spinning and cycling. I always look forward to joining my new team not only for work but for experiencing all outdoor activities.

CAREER OUTLOOK

I wish to continue to utilise my skills in the civil engineering, urban planning and environmental engineering in Australia. I am eager to work on interesting and challenging projects or ongoing operations. I am seeking stability and new experience and I am willing to take on any training required.

EDUCATION

- | | |
|--------------------|---|
| 2014 | Lloyds International College in Sydney
Certificate III and IV in Business |
| 2013 | Lloyds International College in Sydney
General English |
| 2010 – 2012 | Master's degree in Civil Engineering, field of study: environmental engineering
Czech Technical University in Prague, Czech Republic |
| 2007 – 2010 | Bachelor's degree in Civil Engineering, field of construction: environmental engineering,
Czech Technical University in Prague, Czech Republic |

2006 – 2002

High school (Stredni Prumyslova skola Liberec)
Field of study – Construction
Focus – Building construction and Architecture
Level of education: secondary education with GCSE (maturita)

WORK EXPERIENCE

July 2014 – present

Chatswood, Sydney

Drafter

Duties

■ Prepare drawings and topographical and relief maps used in major construction, civil engineering projects, drainage- part time

December 2011 – July 2012

ErsteGroup, Ceska sporitelna

Prague (Czech Republic)

Client Services Specialist, Investment Advisor

Duties

■ customer service at Bank, Call centrum

February 2011 – December 2011 *TNS AISA*

Prague (Czech Republic)

Marketing research and information

Duties

■ qualitative Market Research, Client documentation, File registration

August 2010 – February 2011

ELEMENT s.r.o.

Prague (Czech Republic)

Drafter

Duties

■ prepare drawings and topographical and relief maps used projects such as buildings and water systems.

March 2010 – July 2010

GA Energo

Pilsner (Czech Republic)

Document controller

Duties

■ copy, filling forms, scan etc.
maintenance and updating of database, helping with small project- designing construction

November 2009 – May 2010

Town Hall Office

-Varnsdorf (Czech Republic)

Receptionist

Duties

■ copy, scan, call distribution, organizing meetings, procurement of stationery, filing of client documentation, file registration & preparing meeting documentation.

OTHER SKILLS

Driver License	yes
Languages	Czech and Slovak ★★★★★ native English ★★★★★ upper intermediate German ★★★★★ pre intermediate
Additional skills	Microsoft Office: Word- very well Excel- very well Power point- very well CAD programs: Autocad 2D- very well Microstation- basic Others: SketchUp- good Adobe Photoshop- basic

PERSONAL DETAILS

Name	Marketa Cerna
Nick name	Maggie
Date of birth	2 December, 1986
Address	45 Kurraba road, Neutral Bay, Sydney
Nationality	Czech
Visa type	Study
Visa expire	27 th August, 2015
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Mobile	0406846415

