

## Social Media / Account Manager / Marketingový špecialista

Uchádzača overíme na vašu žiadosť

Očakávaná mzda: **3 500 €**

Cena: **4 200 € bez DPH**

### Preferovaná pracovná pozícia

Marketingový manažér

Account manager

Marketingový špecialista

Služby zákazníkom

Sociálne Média

B2B predaj

B2C predaj

### Preferovaná lokalita

Okres Hlavní město Praha

Švajčiarsko

Nemecko

Švédsko

Veľká Británia

### Jazyky

Slovensky - Expert (C2)

Česky - Pokročilý (C1)

Anglicky - Pokročilý (C1)

Maďarsky - Stredne pokročilý (B2)

Taliansky - Mierne pokročilý (B1)

Nemecky - Začiatočník (A2)

### Zručnosti

Microsoft Office - Pokročilý

## Pracovné skúsenosti / Work experiences

08/2014 - present

### HR Marketing / HR Compliance

Zameranie spoločnosti:

*Automotive*

HR MARKETING / HR COMPLIANCE (2019)

- » Marketing planning, budgeting, omnichannel strategic planning, supplier negotiations and order processing, structure development for Stimmungsbarometer (yearly group-wide employee survey)
- » HR Compliance - coordination and implementation of core groupwide strategic policies
- » Key account user for SAP E-Recruiting and other career websites (updates, fixes, UX improvements, analytics, publishing of job postings)
- » Member of the editorial board for VWSK internal magazine

HR MARKETING (2016 - 2018)

- » Employer branding and marketing as described above (3000 new employees within 2016-2018), career video production, partnering and presenting on workshops for international university students, Intranet editing, SAP E-Recruiting and other
- » Career trade shows (best trade show stand award in 2017)
- » New joiners initiation programme (internal CMS and web platform developments coordination)
- » Stimmungsbarometer (max. number of managed contracted subordinates: 300)
- » Internal HR Newsletter (overseeing and publishing, including HTML editing)

05/2015 - 06/2016

### PA

Zameranie spoločnosti:

*Manufacture of other fabricated metal products i. n.*

- » Daily tracking and reporting of KPIs on selected project to the Board of Directors
- » Preparation of Standardised Daily KPI tracking, Reports for Management Reviews, 3 Panel Charts
- » Creation and distribution of Emergency Weekend Shifts and Contact Sheets
- » Optimizing contracts for employees driving assigned vehicles
- » Preparing apartment related legal documentation
- » Writing internal regulations, implementing rules and their control system, budgeting personal transportation, catering supplies, tracking

usage of rental cars

- » Planning, implementation and administration of meeting rooms and visitors entry online booking tools
- » Creating local information page on Sharepoint etc.
- » Planning, organization and execution of company events and major meetings
- » Marketing Management and Plants visual design, Artistic content translations, Graphic Design, Plant Presentation
- » Vehicle Fleet Management, Coordination of employee parking
- » Logistic and operation planning for 78 external foreign operators with requirements to run on 3 and 4 pattern shifts, 24 hours a day (all within a short notice) for a period of 4 months
- » Office Design and Furnishing
- » Translating English - Slovak, Slovak - English, German - English
- » Interpreting English - Slovak, Slovak - English
- » Travel Portal Cytric business system instructor and administrator,
- » Plant Manager's and own expense account
- » Processing invoices, creating Purchase Orders in Plex Systems Manufacturing Cloud and more

04/2014 - 03/2015

### **Management of State Service, Independent Advisor at the Chancellery and the Personnel Office**

Zameranie spoločnosti:

*General Public Administration*

- » handling, preparing and analysing classified documents, participating in deliberating about classified information
- » ensuring effective and flawless operation of the Secretariat and synergy of departments of the Chancellery
- » assisting to the Secretary General in his daily duties and routines
- » preparing his agenda upon priorities and matters of urgency
- » preparing materials for press conferences and press releases
- » briefing the Secretary General about current state of affairs, keeping him up to date and coordinating people working on several projects from various departments
- » coordinating and writing reports from consultative meetings
- » participation on preparation of Inauguration Ceremonial of the Slovak President
- » PR: Providing information on activities of the Slovak National Council, various authorities and about work of the Members of the Parliament, as well as explaining the Slovak legislation process

## **Vzdelanie / Education**

2018

### **Professional Marketing**

Digital diploma: Award in Digital Strategy - passed with distinction

2012

### **Linguaggio Economico**

2008 - 2010

### **Lingua e Cultura Italiana per Stranieri**

2006 - 2010

### **Faculty of Philosophy**

Bc: Social Work

2000 - 2004

### **Grammar School**