

Curriculum Vitae

Personal information

First name / Surname Mgr. Maria Hollaarova
Date of birth 20/09 1976

Work experience

Dates 01/04 2014 – present

Occupation or position held self employed

Main activities and responsibilities:

Administrative Services.

Managing services.

Activities in the field of HR.

Communication with a Belgium clients and solving the problems between Slovak and Belgium sides.

Cooperation in a child adoption process as the interpreter (Dutch language)

Name and address of the cooperating company: HBC jobs s.r.o. , Slovakia
KB contracting s.r.o. , Slovakia

Dates 01/06 2011 – 31/12 2013

Occupation or position held Administrative specialist

Main activities and responsibilities: Preparation of documents for accounting.

Processing the offers, organisation of advertisements, interviews with candidates, selection of candidates for job positions.

Name and address of the employer The Real Parkett Production Associates, Košice

Dates 01/02 2011 – 06/05 2011-05-21

Occupation or position held Teacher of history and Slovak language

Name and address of the employer Základná škola, Ul. Nejedlého 2, 052 01 Spišská Nová Ves

Dates 01/01 2008 – 31/12 2008
Occupation or position held HR consultant/manager
Main activities and responsibilities: Receive and record job vacancy information from employers, organise advertising, interviewing and selection processes, advertise staff vacancies, manage website, inform candidate about vacancies the selection process, interview and select job seekers, train new employees, do also administrative works such as answering telephone, sorting correspondence, file papers and documents. As a manager I had to communicate with an accountant office about the economical situation of the company, take a responsibility for the practical running of the company. Communicating with the head office in Netherlands.
Name and address of the employer Tulipstav sro, Spišská Nová Ves

Dates 04/2005 – 12/2007
Occupation Parental duties.
Although being busy with bringing up children, contractually translating documents for Spišské divadlo in Spišská Nova Ves English /Slovak, Slovak/English.
Cooperating on preparation of theatre performances in the castle of Stará Lubovňa

Dates 12/2004 – 4/2005
Occupation Administrative specialist
Main activities and responsibilities: Organizing a system of operating. Preparing plans and schemas of operating by QUICK CAD. Calculations, proceeding other administrative jobs.
Name and address of the employer Robbers bv, Utrecht, NL

Dates 01/2003-12/2004
Occupation Parental duties.

Education and Training

Dates 12/ 2019
Title of qualification awarded Staatsexamen Nederlands als tweede taal
Programma NT II
**Name and type of organisation
providing education and training** Het College voor Toetsen en Examens (CvTE)

Dates 05/2015
Title of qualification awarded Lector
Name and type of organisation

providing education and training Národný ústav celoživotného vzdelávania (NÚCZV), Tomášikova 4, 820 09 Bratislava

Dates 11/2015

Title of qualification awarded Tutor/coach

Name and type of organization

providing education and training Národný ústav celoživotného vzdelávania (NÚCZV), Tomášikova 4, 820 09 Bratislava

Dates 09/1996 – 06/2002

Title of qualification awarded Master degree – Mgr title

Principal subjects History, Slovak Language and Literature

Name and type of organization

providing education and training University of Prešov in Prešov, Faculty of Arts

Dates 09/1991 – 06/1995

Title of qualification awarded A – levels

Principal subjects Slovak language, English language, German language, History

Name and type of organization

providing education and training Grammar School of F. Assisi in Levoča

Personal skills and competences

Mother tongue Slovak

Other languages English - active, reading, writing, communicating
Dutch – active, reading, communicating, writing - NT2 certificate
German - basic

Social skills and competences Good communication skills gained through my experience as HR consultant.

Ability to connect and interact with a wide variety of people from all backgrounds.

Ability to work in stress and under pressure.

I am flexible and team player. Able to work independently if necessary.

Good adaptability.

Organising abilities.

Computer skills and competences Good command of Microsoft Office. Handling software for photos and videos. Easy learning and understanding new software.

Driving licence Category B

