



# Kristyna Ruzickova

☎ +351 920 354 019  
✉ kris222ruzz@gmail.com  
📍 Boticas, Portugal

## EXPERIENCE

### HR and Finance

Kura Alma

02/2022 - Present

Non-profit project in Portugal. I am volunteering part-time.

### Fresh Produce Manager

Bezobalu s.r.o. Prague

08/2020 - 06/2021

Ordering fruits and vegetables, working on sustainable projects with local farmers, building workshops.

### Customer Service

PPL s.r.o. Prague (DHL)

04/2020 - 08/2020

Customer service via phone, e-mail and chat.

### Head Barista

Moment Cafe, Prague

01/2018 - 03/2020

Specialty coffee, table service, shift leader, stock management.

### Study abroad assistant

Asiana s.r.o. Prague

07/2017 - 12/2017

Selling study abroad programmes to adults and children.

### Translator

AFO film festival

01/2013 - 06/2017

Translating subtitles and annotations, interpreting intros of films.

## EDUCATION

### Community Translation and Interpreting

Palacky University Olomouc

2015

Bachelor's Degree

## CERTIFICATES

### TEFL

06/2022 - Present

## SUMMARY

I have studied Community Translation and Interpreting English-Czech for 5 years and was working part-time jobs in the meantime, mainly translating texts and subtitling movies. I studied abroad twice, both times through Erasmus programme - 2014 in Spain and 2016 in England.

In 2017 I moved to Prague and was working mainly in cafés as head barista, while teaching and tutoring English and Czech privately. In 2022 I finished an English Teaching course (TEFL).

After Covid hit, I lost my café job and started working for DHL in customer service (telecommunication) for a few months and then found a job as a fresh produce manager in a sustainable company selling organic produce. I was seeking to improve my Spanish and learn more about sustainability and permaculture, so I started volunteering in Spain in May 2021, for over a year.

In September 2022 I moved to Portugal to work on a non-profit project. It is a volunteer position that I am engaging in part-time.

## SKILLS

Spreadsheets	Advanced
Subtitling	Advanced
Editing	Advanced
Customer Service	Expert
Finance	Advanced

## LANGUAGES

Czech	Native
English	Fluent
Slovak	Fluent
Spanish	Intermediate