



Mgr. Katarina Jakubova

Details

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Skills

Leadership

Time Management

Creative Problem Solving

Ability to Multitask

General Management

Interpersonal Communication
Skills

Hobbies

Outdoor sports, Driving,
Travelling, Socialising

Languages

Slovak

English

German

French

Employment History

General Secretary, Slovak Cycling Federation, Bratislava, Slovakia

JULY 2014 – PRESENT

My role as a general secretary is supporting the administration of the federation, facilitating committee meetings, communication with Ministry of Education and Sport, The Olympic Committee, UEC (Union Européenne de Cyclisme) and UCI (Union Cycliste Internationale), National Sport Center and National Anti-doping Agency. I am also in charge of organizing event Tour of Slovakia and registration of national teams for international cycling events.

Assistant of the president , Slovak Cycling Federation, Bratislava, Slovakia

NOVEMBER 2013 – JUNE 2014

My duties were telephone calls, receiving and directing visitors, creating spreadsheets and presentation, office projects and tasks, as well as overseeing the work of junior admin staff.

Personal Assistant, Geneva, Switzerland

SEPTEMBER 2010 – DECEMBER 2012

Administrative worker in material need assistance, Office of Labour, Social Affairs and Family, Velky Krtis, Slovakia

FEBRUARY 2009 – AUGUST 2010

Education

Master Degree in Public Policy and Public Communication, University in Sladkovicovo, Slovakia, Sladkovicovo, Bratislava

SEPTEMBER 2005 – JUNE 2010

Maturity Diploma, Business Academy, Banska Bystrica, Bratislava

SEPTEMBER 2000 – JUNE 2004

Courses

Certificate of participation at the Maraton Franja Academy

2017 – 2017

Attestation de formation, Greta Val Bugey Léman de Ferney-Voltaire and at Ecole klub Migros de Genève in Switzerland

SEPTEMBER 2011 – JUNE 2012

Development and consolidation of the human resources and systematic deepening of the staff qualifications Certificate

2010 – 2010

Work with the contingency client Certificate

2009 – 2009

Legal minimum Certificate

2006 – 2006