

Mgr. Adela Tihláríková

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Education

Faculty of Philosophy, Comenius University, Bratislava, Slovakia

Area of Study: Journalism

Master's Degree: May 2013

Bachelor Degree: Jun 2011

Work Experience

February 2014 –

PDCS, o.z. (Partners for Democratic Change Slovakia)

Bratislava, Slovakia

Position: Office Manager

Responsibilities: administration, clerical support, event production, communication with clients, assistance with educational trainings, report writing

www.pdc.sk

October 2013 – January 2014

PDCS, o.z. (Partners for Democratic Change Slovakia)

Bratislava, Slovakia

Position: Trainee

www.pdc.sk

October 2008 – January 2014

Exe, s.r.o.

Bratislava, Slovakia

Position: Project Administrator (part-time position)

Responsibilities: administration, , clerical support, preparation of documents for invoicing

www.exe.sk

September 2012 – January 2013

Platforma mimovládnych rozvojových organizácií – Slovak NGDO Platform

Bratislava, Slovakia

Position: Intern

Responsibilities: Carrying out a survey by the Slovak NGDO Platform with the aim to start up a process that would lead to creation and adoption of a common code on ethics and effectiveness for its members. Politics, International relations and development oriented Slovak media monitoring.

www.mvro.sk

February 2012 – September 2012

The Slovak Spectator (weekly newspaper in English language)

Bratislava, Slovakia

Position: Intern

Responsibilities: reporting , photographing, video-production

www.spectator.sme.sk

January 2006 – September 2008

Exe, Ltd.

Bratislava, Slovakia

Position: Junior Translator, Junior Economic Assistant (part-time position)

Responsibilities: translation; economic assistance

www.exe.sk

Skills**Language skills:**

English Language – Fluent proficiency (C2)

French Language – basic (A2)

Slovak Language – Native speaker

Drivers license: type B

Computer Skills:

Operating System Windows

Operating System OS X

Microsoft Office (MS Word, Excel, PowerPoint, Outlook)

Adobe: Adobe Photoshop, Final Cut Pro

Other skills

Presentation skills

Event management skills

Journalistic skills (writing, reporting)

Photography skills (documentary, photo-journalism)

Attendant of Student Simulation Saturdays – simulations of post-conflict interventions (PDCS)

Publications (chapters in publications)

Ethics and Effectiveness – Closer to International Standards, Platforma MVRO – Slovak NGDO Platform, 2013

Spectacular Slovakia, The Slovak Spectator, 2012