

PERSONAL INFORMATION

**Josef Čížek**



 K lesu 3, 686 01 Uherské Hradiště (Czech Republic)

 +420 766 823 946

 josef.cizek@seznam.cz

Date of birth 17/08/1964

POSITION

**IT Supervision Operator**

WORK EXPERIENCE

09/1990–01/2019

**Manager of a Technical Operation Unit**

Zemaspol, Uherský Brod

- managing the technical operation, assigning and controlling tasks related to the operation and control of the car fleet and machine equipment within the company
- organising and ensuring the technical maintenance and repairs of agricultural machinery

09/1983–05/1990

**Agricultural Machinery Repairman**

Jednotné zemědělské družstvo Záře, Uherské Hradiště

- servicing and maintenance of agricultural machinery

EDUCATION AND TRAINING

01/01/2018–30/04/2018

**Retraining course - Computer Networks Administrator**

Vysoká škola báňská - Technical University of Ostrava

01/05/2015–30/05/2015

**Linux/Unix System Programming Training Course**

ICT Professionals, Brno

EQF level 4

09/1979–06/1982

**Apprenticeship Certificate in the fields of study Mechanic Repairman – Agricultural Plant Production Technology**

Střední odborné učiliště Uherský Brod

PERSONAL SKILLS

Mother tongue(s)

Czech

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	A2	A2	A1	A2	A1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user  
Common European Framework of Reference for Languages

Organisational / managerial skills

- experience with leading a small team
- good organisational skills gained as a leader of leisure time IT courses for children and youth

**Job-related skills** - MS Windows Server - Active Directory and Group Policy, DHCP a DNS server, IT Security, basic knowledge of PowerShell scripting  
- basic knowledge of Linux and Unix

**Driving licence** B, C, CE

**ADDITIONAL INFORMATION**

---

**Memberships** - member of a volunteer fire department  
- preparation and organisation of events, leading and providing guidance to youth in the region

# Josef Čížek

📍 K lesu 3, 686 01 Uherské Hradiště (Czech Republic)

☎ +420 766 823 946 ✉ josef.cizek@seznam.cz

---

Dear Mr. Kalina,

I would like to apply for the position of IT administrator advertised on [www.jobs.cz](http://www.jobs.cz).

Although I have previous working experience mainly in another field, I have been always very interested in IT and spent a lot of my leisure time with computers. I have organized and administrated various LAN networks, done a lot of self-studying (MS Windows Server, networks) and practicing it within my small network at home. After few years as a electro technician I have decided to make a career change and focused on IT.

So last year I undertook requalification course in administration MS Windows Server 2012 and now I look for a new job in this area.

I am particularly interested in this job, as I could use my technical knowledge and develop it.

I am quick to learn, I am able to solve problems independently, I am open and have good communication skills.

Before my last employment I spent one year with travelling and working abroad so I don't have problems with speaking English.

I would welcome the opportunity to discuss further details of the position with you personally.

Please find my CV attached.

Yours sincerely,

Josef Čížek

1. TITLE OF THE CERTIFICATE (CZ)<sup>(1)</sup>

**Výuční list z oboru vzdělání:  
24-66-2/05 Mechanik opravář – zemědělská technika rostlinné výroby (denní studium)**

<sup>(1)</sup> In the original language

2. TRANSLATED TITLE OF THE CERTIFICATE<sup>(2)</sup>

**Apprenticeship Certificate in:  
24-66-2/05 Mechanic Repairman – Agricultural Plant Production Technology (full-time study)**

<sup>(2)</sup> This translation has no legal status.

## 3. PROFILE OF SKILLS AND COMPETENCES

**General competences:**

- be well informed about culture, history and the present of the Czech nation within the European and world context;
- formulate views and attitudes verbally and in writing, communicate in at least one other foreign language;
- effectively organize and manage and participate in a team, including the ability to lead;
- use basic mathematics and the basic principles of physics and chemistry when needed;
- apply the fundamentals of health, occupational safety, and fire prevention and safety.

**Vocational competences:**

- read technical designs and work with the other technical documentation;
- process technical materials;
- carry out simple technical tasks from the area of machine tooling;
- have basic knowledge about plant growing technologies and their requirements for the agricultural techniques used;
- carry out the technological maintenance, adjustment, assembly and disassembly as well as the repair of energy means and machines for growing plants using diagnostic methods;
- weld using an electric arc or flame, and cut using oxygen at the level of a basic welding course;
- drive tractors, cars and lorries.

## 4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE CERTIFICATE

The graduate can find work in the area of agricultural repairs and machine services as an agricultural machine repairman. They can also find work in related engineering companies, forestry, transport, construction and other areas where there is a need for mechanics.

## 5. OFFICIAL BASIS OF THE CERTIFICATE

<b>Name and status of the body awarding the certificate</b> NPI ČR Senovážné náměstí 25 Praha 1 110 00 CZ public school	<b>Name and status of the national/regional authority providing accreditation/recognition of the certificate</b> Ministry of Education, Youth and Sports Karmelitská 7 118 12 Praha 1 Czech Republic
<b>Level of the certificate (national or international)</b>  Upper secondary education completed by the final examination (Apprenticeship Certificate) <b>ISCED 353, EQF 3</b>	<b>Grading scale / Pass requirements</b> 1 excellent (výborný) 2 very good (chvalitebný) 3 good (dobrý) 4 satisfactory (dostatečný) 5 fail (nedostatečný) <i>Overall assessment::</i> Prospěl s vyznamenáním: Pass with Honours (the average mark is ≤ 1,5) Prospěl: Pass (an examination mark is not worse than 4) Neprospěl: Fail (the examination mark in one or more subjects is 5)
<b>Access to next level of education / training</b> ISCED 354, EQF 4	<b>International agreements</b>
<b>Legal basis</b> Law No. 561/2004 on Pre-school, Basic, Secondary, Post-secondary and Other Education (School Act) as amended by later regulations	

## 6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE

Description of vocational education and training received	Percentage of total programme	Duration
<ul style="list-style-type: none"> <li>• School- / training centre-based</li> <li>• Workplace-based</li> <li>• Accredited prior learning</li> </ul>	The ratio between theoretical education and practical training is defined by education providers themselves with regard to the respective educational programme and the employers' needs.	
Total duration of the education / training leading to the certificate		<b>3 years / 120 weeks</b>
<b>Entry requirements</b> Completed compulsory school education  <b>Additional information</b> More information (including a description of the national qualifications system) available at: <a href="http://www.npicr.cz">www.npicr.cz</a> and <a href="http://www.eurydice.org">www.eurydice.org</a>  <b>National pedagogical institute of the Czech Republic – National Europass Centre Czech Republic</b> <b>Senovážné nám. 872/25</b> <b>110 00 Praha 1</b> <div style="text-align: right; margin-top: 20px;">   </div>		
<b>Done at Prague for the school year 2019/2020</b>		stamp and signature

## (\*) Explanatory note

This document is a supplement to a specific diploma/certificate. It provides additional information on competencies gained in the given field of study and does not have any legal status in itself. The format of the description is based on the following texts: Council Resolution 93/C 49/01 of 3 December 1992 on the transparency of qualifications, Council Resolution 96/C 224/04 of 15 July 1996 on the transparency of vocational training certificates, and Recommendation 2001/613/EC of the European Parliament and of the Council of 10 July 2001 on mobility within the Community for students, persons undergoing training, volunteers, teachers and trainers and Decision No 2241/2004/EC of the European Parliament and of the Council of 15 December 2004 on a single Community framework for the transparency of qualifications and competences (Europass).

More information available at: <http://europass.cedefop.europa.eu>, <http://www.europass.cz>

© European Communities 2002

Vzdělávací program akreditován MŠMT dne 1. 1. 2014 pod čj.: 3335

## **OSVĚDČENÍ O REKVALIFIKACI**

po úspěšném ukončení vzdělávacího programu rekvalifikačního kurzu, podle vyhlášky MŠMT č. 176/2009 Sb., kterou se stanoví náležitosti žádosti o akreditaci vzdělávacího programu, organizace vzdělávání v rekvalifikačním zařízení a způsob jeho ukončení.

Josef Čížek  
narozen 17. 8. 1964 v Uherském Hradišti

Absolvoval rekvalifikační program: ***Správa počítačových sítí***

Kurz proběhl v období od 1. 1. 2017 do 30. 4. 2017

V rozsahu - na teorii a praxi celkem 327 vyučovacích hodin

Vzdělávací program obsahoval tyto předměty:

Správa Windows Server 2016	178 hodin
Hardware počítačů	15 hodin
Budování a konfigurace sítě (Cisco) včetně Hardware sítí	55 hodin
Správa operačního systému Linux	79 hodin

**Jmenovaný vykonal úspěšně závěrečné zkoušky dne: 30. 4. 2017**

V Ostravě, dne 30. 4. 2017

.....

Eva Nováková  
garant kurzu

L.S.

.....

Pavel Černý  
statutární zástupce  
vzdělávacího zařízení