

PERSONAL INFORMATION



Karolína Mrázková

📍 Na Pěšince 234, 12300 Praha (Czech Republic)

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✉ karolina.mrazkova@email.cz

📅 Date of birth 01/12/1996

WORK EXPERIENCE

1/2/2017–31/5/2017

Voluntary internship in Austria

Red Cross, Vienna (Austria)

carrying out activities of a humanitarian unit in a refugee centre
providing overall care for refugees, coordinating volunteers, providing child care

9/2017–Present

Barista (part-time job)

Cafe Dobrá nálada, Praha 3

serving guests, ordering goods

7/2015–8/2019

Health care worker at summer camps

Summer camp Zábava, Jihlava

treating minor injuries, preparing summer camp menus, supervising the program and sport activities

9/2015–1/2017

Child care worker

Day care centre, Praha

9/2015–6/2016

Leader of a leisure time course for children "Little Rescuer"

Dům dětí a mládeže, Praha

organising and conducting a leisure time course for children (60 minutes per week, age group 6 to 11)

EDUCATION AND TRAINING

5/2019

Red Cross course - Nurse Assistant for Health Recovery Activities

Czech Red Cross, Praha

participation on a course for Nurse Assistant for Health Recovery Activities in 2013, the retraining was carried out in 2017

1/9/2017–Present

Bachelor study programme Health Care Rescue Worker

Vysoká škola zdravotnická, Praha

1/9/2016–31/1/2017

Post-secondary daily language course leading to the First Certificate in English

Jazyková škola, Praha 8 - Karlín

1/9/2012–31/8/2016

Maturita examination in the field of study Nursing Assistant

Střední zdravotnická škola, Praha

EQF level 4

profile subjects: biology, somatology, basics of clinical disciplines, defence of a compulsory final paper

PERSONAL SKILLS

Mother tongue(s) Czech

Foreign language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	B2	B2	B2	B2	B2
FCE					
German	A2	A2	A2	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

Communication skills very good communication skills with groups of children and their parents
 good communication skills in crises and unexpected situations

Organisational / managerial skills very good time-management
 leadership skills used and gained within the training of staff (co-workers in cafe, health care workers in summer camps)
 organisational skills gained during various activities with children, good logistic skills

Digital skills	SELF-ASSESSMENT				
	Information processing	Communication	Content creation	Safety	Problem-solving
	Independent user	Proficient user	Independent user	Independent user	Independent user

Digital skills - Self-assessment grid

State typing examination

Very good user skills of Microsoft Office

Other skills piano (12 years of study at the Elementary Art Praha), flute, guitar (self-taught player)
 recreational player of volleyball and badminton

Holder of the document

SURNAME(S) * Mrázková	FIRST NAME(S) * Karolína	ADDRESS Na Pěšince 234 123 00 Praha Česká republika
DATE OF BIRTH 01 12 1996 dd mm yyyy	NATIONALITY CZ	

Sending partner

NAME AND ADDRESS * Český červený kříž, Ústřední krizový tým Rozdělovská 2467/63 169 00 Praha 6 Česká republika	ELECTRONIC SIGNATURE
SURNAME(S) AND FIRST NAME(S) OF REFERENCE PERSON/MENTOR Josef Kříž	TELEPHONE +420 777 531 244
TITLE/POSITION Leader of a humanitarian unit	E-MAIL josef.kriz@czrcross.com

Host partner

NAME AND ADDRESS * Österreichisches Rotes Kreuz, Landesverband Wien Nottendorfer Gasse 21 1030 Wien Österreich	ELECTRONIC SIGNATURE
SURNAME(S) AND FIRST NAME(S) OF REFERENCE PERSON/MENTOR Alexander Kreuz	TELEPHONE +43 922 355 889
TITLE/POSITION Leader of a refugee center	E-MAIL alex.kreuz@aurcross.com

Title of volunteering activity:

AIM OF THE ACTIVITY

Working with refugees - activities of a humanitarian unit

DURATION OF THE MOBILITY

FROM:
01 | 02 | 2017
dd mm yyyy

TO:
31 | 05 | 2017
dd mm yyyy

LENGTH OF THE MOBILITY

4 months

* Headings marked with an asterisk are mandatory.

Skills acquired during the voluntary activity

ACTIVITIES/TASKS CARRIED OUT *

Carrying out activities of a humanitarian unit in Stadthalle refugee center, Red Cross, Vienna
Providing overall care for refugees, coordinating volunteers, providing child care, providing psychosocial support in English

JOB-RELATED SKILLS

Keeping records of all accommodated persons
Keeping accommodation register and identification bands
Completing information board
Monitoring the situation in the refugee center, conducting interviews with refugees in order to elicit their needs
Regular ordering of breakfasts, lunches and dinners (24 hours in advance)
Organizing volunteers outside the Red Cross for activities for children, planning, preparing, presenting and hosting programs
Providing psychosocial support in English, providing information, meeting needs of refugees, providing contacts

LANGUAGE SKILLS

Developing language and communication skills in English (level B2) and German (A2), fostering fluency in both languages, ability to use terminology in following situations: registering newcomers, communicating with accommodated persons, eliciting their needs, providing support, information and contacts
Communication with volunteers, ensuring their coordination, presenting and hosting the program
Communication with colleagues from Wiener Rotes Kreuz, creating time schedules, ensuring communication with providers of other services

COMPUTER SKILLS

Knowledge of software used at the reception desk at the refugee center, using spreadsheets and electronic mail

ORGANISATIONAL / MANAGERIAL SKILLS

Coordination and organization of external volunteers, time planning, schedule preparation, regular ordering of services

COMMUNICATION SKILLS

Ability to communicate with people with different cultural background and to recognize their needs
Ability to work in mentally demanding and time-consuming situations
Ability to adapt to challenging conditions and to life in a secluded environment

OTHER SKILLS

High mental stability, social sensitivity, willingness to work whenever needed

DATE *

31 | 05 | 2017 |
dd | mm | yyyy

ELECTRONIC SIGNATURE OF THE
REFERENCE PERSON/MENTOR

* Headings marked with an asterisk are mandatory.

1. TITLE OF THE CERTIFICATE (CZ)⁽¹⁾

**Vysvědčení o maturitní zkoušce z oboru vzdělání:
53-41-M/01 Zdravotnický asistent (denní studium)**

⁽¹⁾ In the original language

2. TRANSLATED TITLE OF THE CERTIFICATE⁽²⁾

**Maturita Certificate in:
53-41-M/01 Medical Assistant (full-time study)**

⁽²⁾ This translation has no legal status.

3. PROFILE OF SKILLS AND COMPETENCES

General competences:

- be familiar with various methods of learning, use sources of information well, show functional literacy;
- understand assignments or identify the cores of problems, exert variable solutions, work both independently and within a team;
- communicate in one foreign language at the level of at least B1 of the Common European Framework of Reference for Languages;
- cope with changing socio-economic conditions, be financially literate;
- be aware of the labour market mechanisms, and of the employee-employer relationships, act on career decisions responsibly, understand the significance of lifelong learning;
- use basic mathematics and the basic principles of physics and chemistry when needed in daily situations;
- work with the means of information and communication technologies, exploit adequate sources of information, handle information effectively;
- act in an environmentally-conscious manner and in compliance with strategies for sustainability;
- support values of local, national, European and world cultures, recognize the value of life;
- exert fundamentals of health protection, occupational safety, and fire prevention and safety;
- exert norms and prescriptions in the field.

Vocational competences:

- monitor physiological functions and patient status, record the results into the documentation, while taking care of emptying;
- perform complex hygiene care, prevention of bedsores;
- distribute food to patients depending on their diets and ensure the diet keeping, ensure compliance with drinking regime;
- ensure the application of heat and cold;
- carry out the rehabilitation nursing including prevention of mobility disorders;
- carry out self-service training to increase the patient's self-sufficiency;
- participate in ensuring gaming activities for children;
- participate in the acceptance, control, handling and storage of medicinal products;
- participate in the acceptance, control, handling and storage of medical devices and linen;
- give medication to patients with the exception of intravenous placement of epidural catheters and intramuscular injections to neonates and children under 3 years of age;
- take biological materials, conducting non-invasive biological material and capillary blood examinations using semi-quantitative methods (diagnostic strips);
- introduce and maintain oxygen therapy;
- participate in the treatment of acute and chronic wounds;
- prepare patients for diagnostic or therapeutic procedures, provide nursing care during and after them;
- participate in the activities related to the reception, relocation, release and death of patients;
- work with medical documentation.



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

The graduate will be employed in inpatient and outpatient health care facilities and in domestic nursing care as a healthcare worker in social care facilities, especially in long-term care hospitals, in social care centres for the disabled, geriatric care facilities and in hospice and respite care facilities.

5. OFFICIAL BASIS OF THE CERTIFICATE

Name and status of the body awarding the certificate NPI ČR Senovážné náměstí 25 Praha 1 110 00 CZ public school	Name and status of the national/regional authority providing accreditation/recognition of the certificate Ministry of Education, Youth and Sports Karmelitská 7 118 12 Praha 1 Czech Republic
Level of the certificate (national or international) Upper secondary education completed by the Maturita examination ISCED 354, EQF 4	Grading scale / Pass requirements 1 excellent (výborný) 2 very good (chvalitebný) 3 good (dobrý) 4 satisfactory (dostatečný) 5 fail (nedostatečný) Overall assessment:: 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)
Access to next level of education / training ISCED 655/645/746, EQF 6	International agreements
Legal basis Law No. 561/2004 on pre-school, basic, secondary, post-secondary and other education (School Act) as amended by later regulations Law No.96/2004 on conditions for the acquisition and recognition of competences for performing non-medical occupations and activities connected with medical care as amended by later regulations (the law on non-medical occupations) and regulations relating to this issue	

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"> School- / training centre-based 	65	2 656
<ul style="list-style-type: none"> Workplace-based 	35	1 440
<ul style="list-style-type: none"> Accredited prior learning 		
Total duration of the education / training leading to the certificate		4 years / 4 096 lessons
Entry requirements Completed compulsory school education		
Additional information More information (including a description of the national qualifications system) available at: www.npicr.cz and www.eurydice.org		
National pedagogical institute of the Czech Republic – National Europass Centre Czech Republic Senovážné nám. 872/25 110 00 Praha		
		
Done at Prague for the school year 2019/2020		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>

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