

PERSONAL INFORMATION



Dušan Špáta

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Date of birth 25/02/1978 | Nationality Czech Republic

WORK EXPERIENCE

01/07/2012–31/01/2020

Eldorado Hotel, a.s., Hradec Králové (Czech Republic)

Coordination of cooperation with other sections of the organization, hotel management and business strategy of the hotel, analyses and monitoring of market trends and business opportunities, dealings with business partners and other stakeholders, head of the sales team

Business or sector Accommodation, catering and hospitality

01/07/2004–31/12/2011

Junior manager

CK Léto, s. r. o., travel agency
Sladkovského 126, 530 02 Pardubice (Czech Republic)

Administration and organization of tours around Europe.

Business or sector Culture, entertainment and leisure

19/06/2003–21/09/2003

Tourist assistant

Casino Pier and Breakwater Beach, amusement park
800 Ocean Terrace, US-087 51 Seaside Heights (United States)

Secures safety control of visitors, ensures smooth operation of programs for clients

Business or sector Culture, entertainment and leisure

10/01/2001–30/04/2003

Receptionist

Modrý Beránek Hotel
Vítězné náměstí 3, 565 01 Choceň (Czech Republic)

Responsible for reservations, guest accommodation and currency exchange, provides basic tourist information

Business or sector Accommodation, catering and hospitality

EDUCATION AND TRAINING

21/09/1998–12/06/2001

Tertiary professional education in the field of Hospitality and Tourism, certified specialist / DiS.

EQF level 6

Vyšší odborná škola cestovního ruchu, Hradec Králové (Czech Republic)

Profile subjects: hotel and restaurant operations, economics, travel agency management

Study focus on hotel operations and acquisition of skills needed for hotel, restaurant and travel agency middle management

Knowledge of marketing, operations and entrepreneurial activities, monetary and fiscal policy, accounting and organization of catering services

01/09/1994–01/06/1998

Maturita examination in the field of Business Academy

EQF level 4

Obchodní akademie a jazyková škola, Pardubice (Czech Republic)

Profile subjects: accounting, economics, law, information technology

Language skills, Microsoft Office 2010, touch writing, bookkeeping, knowledge of legal regulations, business etiquette

PERSONAL SKILLS

Mother tongue(s) Czech

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	B2	B2	B2	B2	B2
First Certificate in English (FCE, 2007)					
German	B1	B1	B1	B1	A2

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 The ability to lead and motivate members of a successful business team. The ability to communicate assertively, focus on clients in the field of tourism

Organisational / managerial skills Organizational skills gained via planning and organizing tours, including the necessary logistics

Job-related skills Currency exchange operations

Digital skills Very good user skills of Microsoft Office (Word, Excel, PowerPoint, Project), Internet search, accounting (MRP), currency exchange (Apis) and booking (Galileo) programs

Other skills Guitar (3 years of study at the Elementary Art School, Vysoké Mýto), currently as a hobby

Driving licence A, B

ADDITIONAL INFORMATION

Memberships Czech Tourists Association