


PERSONAL INFORMATION

**Tomáš Vomáčka**

-  Brno (Czech Republic)
-  +420 724 239 871
-  vomacka.tomas@gmail.com

WORK EXPERIENCE

09/2014–08/2019

**Service center technician**

Electro service s.r.o.

- responsible for repairing of electronic devices
- technical mentoring for two colleagues

10/2009–06/2014

**Security systems technician**

Philis a.s., Brno

- installation and service of security systems and devices
- communication with customers, providing training for operators

EDUCATION AND TRAINING

03/2019–06/2019

**Requalification course - System administration of MS Windows Server**

VŠB - Technical University of Ostrava

2005–2009

**High school diploma in Electrotechnics**

EQF level 4

High school of mechanical engineering and electrical engineering, Brno

Electrical engineering - application of IT technologies in energetics

PERSONAL SKILLS

Mother tongue(s)

Czech

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	B2	B2	B1	B1	B1

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 technical leading of a small team
- good organisational skills gained as a member of a team organising scout events

**Job-related skills**

- MS Windows Server - Active Directory and Group Policy, DHCP a DNS server, IT Security, basic knowledge of PowerShell scripting
- experience with LAN administration (20-30 PC's)
- basic knowledge of Linux

ADDITIONAL INFORMATION 

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**Memberships**

Member of Czech Scouts organization. I have participated in summer camps and weekend events organization.

## Holder of the document

SURNAME(S) \*

Vomáčka

FIRST NAME(S) \*

Tomáš

ADDRESS

Veveří 15  
602 02 Brno  
Czech Republic

DATE OF BIRTH

    
dd mm yyyy

NATIONALITY

CZ

## Host partner

NAME AND ADDRESS \*

Junák – český skaut, z.s.  
Středisko Plamínek  
U Potůčku 12  
Brno 9, Czech Republic

ELECTRONIC SIGNATURE

SURNAME(S) AND FIRST NAME(S) OF REFERENCE PERSON/MENTOR

Jan Novák

TELEPHONE

+420 777 666 555

TITLE/POSITION

Leader of a Scout unit

E-MAIL

[jannovak@plaminek.cz](mailto:jannovak@plaminek.cz)

## Title of volunteering activity:

Preparation and organization of a Scout summer camp

## AIM OF THE ACTIVITY

- Preparation and organization of a Scout summer camp
- Coordination of a scout summer camp (15 days)

## DURATION OF THE MOBILITY

FROM:

    
dd mm yyyy

TO:

    
dd mm yyyy

## LENGTH OF THE MOBILITY

5 months

\* Headings marked with an asterisk are mandatory.

## Skills acquired during the voluntary activity

### ACTIVITIES/TASKS CARRIED OUT \*

Ensuring a smooth operation of the camp with regard to organizational issues (such as providing of water samples, communication with the regional hygiene station, applying for permission to set up a campsite)  
Planning and preparing programs for children, defining main goals, proposing the content and structure of the whole camp game, preparing supplementary activities  
Purchasing materials and other supplies necessary for all activities  
Ensuring transport to the campsite – renting a bus or searching public transport connection, ensuring transport to the waterpark during the summer camp  
Carrying out all daily routines, programs and activities for children  
Communication with other Scout unit participating on the summer camp; development and coordination of shared activities  
Dealing with urgent issues in order to ensure a smooth operation of the camp (emergency medical visits, grocery shopping, etc.)

### JOB RELATED SKILLS

Practical skills in the field of leisure time pedagogy  
Strengthening leadership skills

### COMPUTER SKILLS

Making applications and registration entries

### ORGANISATIONAL / MANAGERIAL SKILLS

Time planning, preparation of daily schedule for all camp instructors, assigning tasks  
Preliminary planning and preparation of programs, good time management needed for preparations made within the last quarter of the school year  
Preparation of documents for the final financial statement

### COMMUNICATION SKILLS

Ensuring communication with parents, providing information on the camp and on applications, responding to any queries  
Ensuring communication with other leaders, negotiating and making a compromise, accepting proposals and opinions  
Ensuring continuous communication or communication on sudden changes with the campsite staff (cook, health care worker, etc.)  
Responding to possible crisis situations (injuries, heavy rain, epidemic)  
Ensuring communication with representatives of the regional hygiene station within the hygiene control of the campsite, communication with representatives of public rescue services, who are prepared to intervene in case of emergency

### OTHER SKILLS

Preparing meals and food for all participants (approximately 100 people)  
Problem-solving skills, autonomy, responsibility  
Flexibility - is able to reflect and adapt within his work current needs; ability to respond to changes in a program, to learn quickly and to adapt to changing environments  
Ability to create a pleasant and friendly environment for both children and leaders

DATE \*

05 | 08 | 2017 |  
dd | mm | yyyy

ELECTRONIC SIGNATURE OF THE  
REFERENCE PERSON/MENTOR

\* Headings marked with an asterisk are mandatory.

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

**Vysvědčení o maturitní zkoušce z oboru vzdělání:  
26-41-M/002 Elektrotechnika (denní studium)**

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

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

**Maturita Certificate in:  
26-41-M/002 Electrical Engineering (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, use technical terminology;
- educate themselves, work in an effective way and assess impartially results;
- adapt themselves to the changing conditions of life and work, work well in a team and be responsible for assigned tasks;
- work with information, use ICT;
- use basic mathematics and the basic principles of physics and chemistry when needed;
- know the present rights and duties of employers and employees and know how to conduct a job search;
- act in an environmentally-conscious manner and in compliance with strategies for sustainability;
- apply the fundamentals of health, occupational safety, and fire prevention and safety.

**Vocational competences:**

- know materials used in electrical engineering;
- assess, process, and create electrotechnical drawings and documentation;
- use electrotechnical circuits and know their properties;
- perform basic electrotechnical installing and wiring;
- calculate the parameters of electrotechnical circuits;
- know the properties of electronic and electrotechnical elements used in the analogue and digital modes;
- use measuring devices and process and interpret measured values;
- know and utilise the properties of different types of electrical machines and devices;
- use computers in electrotechnical applications;
- know how computers and their applications work and how to develop algorithms and know programming basics and the properties of operating systems;
- know relevant standards used in the CR and other EU states.

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



The graduate can occupy middle technical-economic positions in designing and technological activities of an electrotechnical nature, in diagnostics, in inspection and service engineering, in using computers for data processing and technological process controlling, in simple-process controlling, in industrial automated machine programming, and in controlling and servicing automated workplaces, control units, and electronic equipment and devices.

Possible work positions: designer, inspection technician, power-supply technician, testing technician, service technician of electrical equipment, technician of electronic equipment, technician of measuring and regulation, operation technician, training technician, etc.

## 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 Maturita examination <b>ISCED 354, EQF 4</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 655/645/746, EQF 6	<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>4 years / 157 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>

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