



Dušan Špáta

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WORK EXPERIENCE

Sales Director

Eldorado Hotel, a.s., Hradec Králové [15/01/2012 – 31/10/2020]

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

Junior manager

CK Léto, s. r. o., travel agency, Pardubice [01/11/2003 – 31/12/2011]

Administration and organization of tours around Europe

Tourist assistant

Casino Pier and Breakwater Beach, amusement park, Seaside Heights (United States) [19/06/2003 – 21/09/2003]

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

Receptionist

Modrý Beránek Hotel, Choceň [10/01/2001 – 30/04/2003]

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

EDUCATION AND TRAINING

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

Vyšší odborná škola cestovního ruchu, Hradec Králové [21/09/1998 – 12/06/2001]

Level in EQF : EQF level 6

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

Maturita examination in the field of Business Academy

Obchodní akademie a jazyková škola, Pardubice [01/09/1994 – 01/06/1998]

Level in EQF : EQF level 4

LANGUAGE SKILLS

Mother tongue(s):

Czech

English

LISTENING: B2 READING: B2 WRITING: B2

SPOKEN PRODUCTION: B2 SPOKEN INTERACTION: B2

German

LISTENING: B1 READING: B1 WRITING: A2

SPOKEN PRODUCTION: B1 SPOKEN INTERACTION: B1

DIGITAL SKILLS

Very good knowledge of Microsoft Office (Word, Excel, PowerPoint, Visio) / accounting (MRP) / currency exchange (Apis) / booking (Galileo) programs

ORGANISATIONAL SKILLS

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

COMMUNICATION AND INTERPERSONAL 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

JOB-RELATED SKILLS

Currency exchange operations

DRIVING LICENCE

Driving Licence: **A**

Driving Licence: **B**

NETWORKS AND MEMBERSHIPS

Czech Tourists Association

OTHER SKILLS

Guitar (6 years of study at the Elementary Art School), currently as a hobby