

Curriculum Vitae

Personal details

- Name: **Jiri Kolarik**
- Date of birth: **2nd June 1986**,
Place of birth: Stod, Czech republic
- Address: **Straznicka 14, 323 00 Pilsen**, Czech republic
- Nationality: **Czech**
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Education

- 2006 – 2008 **University of Pardubice**, Institute of Electrical Engineering and Informatics, Information Technology, studies stopped for personal reasons
- 2005 – 2006 **University of West Bohemia in Pilsen**, Faculty of Electrical Engineering, Commercial Electrical Engineering, in 2006 change of university and field
- 2001 – 2005 **Secondary Vocational School of Electrical Engineering**, Vejprnicka 56, Pilsen, field of electronics mechanic, graduation in 2005

Professional Experience

- External cooperation for **Hlaváček Webdesign s.r.o. Co.:** project manager, solution preparations for new clients, wire-frame production, project leading, advanced analytics, proposal realization and Internet campaign evaluation, SEO team leading, media planning creation, client website monetization research, etc.
2010 - present
- **Executive director and co-owner of Koldasoft, s.r.o.**
Team leading (5 employees + external workers), project manager, employee recruitment, client communication, website analyses, website attendance monitoring and evaluation
2008 - present
- Purchase and installation of HW, installation of operating systems and user software, PC Maintenance and Support.
- Airnet-VMA – arrangement of Internet connection for clients, technology: WiFi, LAN, creation and maintenance of infrastructure.
- **Trainings, seminars, lectures:** search Engine Optimization (SEO), link building, Google Analytics, time management – GTD method, other topics of web designing.
- **Teaching:** basics of PC and Internet, Word and Excel for beginners.
- **A lot of summer jobs** (Panasonic, shop center, manual work, newspaper delivery, fast food, etc.), work for advertising agency *Jirout reklamy*.

Additional skills and other qualifications

- **English – passively**
- Very good knowledge of PC. High knowledge of SW and tools: Word, Excel, Corel Draw, Google Analytics.
- Very good knowledge of markup language: (X)HTML, CSS, C++, good knowledge of PHP object
- Knowledge of Internet technical solutions (TCP/IP, proxy, DNS, routing, etc.)
- **Professional knowledge of website design issue solution** (structure of website, validity and semantics of the code, usability, accessibility), of Internet marketing (SEO, SEM/PPC, social networks, internet campaigns, web analytics). Advanced knowledge of related services (domains, hosting, etc.).
- **Certified training** - (PPC campaign, Google Analytics, SEO, Nette Framework, etc.)
- **Experience with team and project leading**
- Driving license B – active driver (85.000 km within 2009 and 2010), passed *Skid School*, experience with van and trailer driving.

Personal qualities

- Time flexibility, organizational abilities, communication skills, team worker.
- Reliable, punctual, detail-oriented, loyal.
- Active use of time management method (GTD).
- Ability to work independently, willing to learn new things, processes and technologies.
- Active interest in current trends.

Hobbies and interests

- skiing, bowling, tourism, GEOcaching, positive relation to nature and ecology

In Pilsen on 1st July 2011