

Europass Curriculum Vitae



Personal information	
Surname(s) / First name(s)	Vlkova Natalie
E-mail(s)	natalie.vlkova@ec.europa.eu
Date of birth	13 June 1980
Work experience	
Dates	10/2008 —
Occupation or position held	Web editor, Assistant to the Press office
Main activities and responsibilities	Completing / Editing / Writing articles and texts Editorial work in Documentum (web pages) Social media activities
	Drafting reports on Czech media issues and political developments Preparing groundwork for journalists' inquiries / interviews / presentations Providing occasional content and logistical support for press related events organized by the Representation Assisting in launching and managing calls for proposals, evaluation and selection of communication projects
Name and address of employer	Representation of the European Commission in the Czech Republic DG Communication Evropsky dum Jungmannova 24 110 00 Praha 1
Type of business or sector	EU institution
Dates	09/2007 – 07/2008
Occupation or position held	Communication assistant - Communication office
Main activities and responsibilities	Communication strategy implementation Providing content and logistical support for communication events organized by the Representation Assisting in launching and managing calls for proposals, evaluation and selection of communication projects Monitoring communication and information activities concerning the EU in the Czech Republic Assisting in cooperation with civil society and implementation and monitoring of the Representation's communication projects Close cooperation with financial office
Name and address of employer	Representation of the European Commission in the Czech Republic DG Communication Evropsky dum Jungmannova 24 110 00 Praha 1
Type of business or sector	EU institution
Dates	03/2007 – 07/2007
Occupation or position held	Administrative trainee in Communication – Press and political office
Page 1 / 4 - Curriculum vitae of Vlkova Natalie	For more information on Europass go to http://europass.cedefop.europa.eu © European Communities, 2003

Main activities and responsibilities Relations with journalists Political analyses Media analyses, media coverage, Web editing (writing atficies, corrections) Organization of the European Commission in the Czech Republic DG Communication European Commission in the Czech Republic Type of business or sector EU institution Dates 06/2006 Occupation or position held Marketing assistant Main activities and responsibilities Relations, interpretation Name and address of employer C (INTERNATIONAL Rouce de Labussiere 2120 Chateauneut, France Name and address of employer 2 G INTERNATIONAL Rouce de Labussiere 2120 Chateauneut, France Type of business or sector International Business Dates 10/2004 - 05/2005 Occupation or position held Journalist – Radio announcer Main activities and responsibilities Proparing and analysing information for news and cultural program Communication with listeners Type of business or sector Media Name and address of employer Og/2005 - 06/2006 Title of qualification awarded Certificat Fluetes Politiques Principal subjects / occupational skills covered Dates Policipal subjects / occupational ski		
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Personal skills and competences Mother tongue(s)	Cze	ch									
Other language(s)											
Self-assessment	Unders			standing		Speaking				Writing	
European level (*)	Listening			Reading		Spoken interaction		Spoken production			
English	C1	Proficient user	C1	Proficient user	C1	Proficient user	C1	Proficient user	B2	Independent user	
French	C1	Proficient user	C1	Proficient user	C1	Proficient user	C1	Proficient user	B2	Independent user	
	(*) Co	ommon European	Fran	nework of Referen	ce (C	EF) level					
Artistic skills and competences	Good knowledge of Microsoft Office tools (Word, Excel, PowerPoint), Linux, Outlook.										
Driving licence	Cate	gory B									

EUROPEAN LEVELS - SELF ASSESSMENT GRID

		A1	A2	B1	B2	C1	C2	
U N D E R S T A N	Listening	I can understand familiar words and very basic phrases concerning myself, my family and immediate concrete surroundings when people speak slowly and clearly.	I can understand phrases and the highest frequency vocabulary related to areas of most immediate personal relevance (e.g. very basic personal and family information, shopping, local area, employment). I can catch the main point in short, clear, simple messages and announcements.	I can understand the main points of clear standard speech on familiar matters regularly encountered in work, school, leisure, etc. I can understand the main point of many radio or TV programmes on current affairs or topics of personal or professional interest when the delivery is relatively slow and clear.	I can understand extended speech and lectures and follow even complex lines of argument provided the topic is reasonably familiar. I can understand most TV news and current affairs programmes. I can understand the majority of films in standard dialect.	I can understand extended speech even when it is not clearly structured and when relationships are only implied and not signalled explicitly. I can understand television programmes and films without too much effort.	I have no difficulty in understanding any kind of spoken language, whether live or broadcast, even when delivered at fast native speed, provided. I have some time to get familiar with the accent.	
D I N G	Reading	I can understand familiar names, words and very simple sentences, for example on notices and posters or in catalogues.	I can read very short, simple texts. I can find specific, predictable information in simple everyday material such as advertisements, prospectuses, menus and timetables and I can understand short simple personal letters.	I can understand texts that consist mainly of high frequency everyday or job-related language. I can understand the description of events, feelings and wishes in personal letters.	I can read articles and reports concerned with contemporary problems in which the writers adopt particular attitudes or viewpoints. I can understand contemporary literary prose.	I can understand long and complex factual and literary texts, appreciating distinctions of style. I can understand specialised articles and longer technical instructions, even when they do not relate to my field.	I can read with ease virtually all forms of the written language, including abstract, structurally or linguistically complex texts such as manuals, specialised articles and literary works.	
S P E A K	Spoken Interaction	I can interact in a simple way provided the other person is prepared to repeat or rephrase things at a slower rate of speech and help me formulate what I'm trying to say. I can ask and answer simple questions in areas of immediate need or on very familiar topics.	I can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar topics and activities. I can handle very short social exchanges, even though I can't usually understand enough to keep the conversation going myself.	I can deal with most situations likely to arise whilst travelling in an area where the language is spoken. I can enter unprepared into conversation on topics that are familiar, of personal interest or pertinent to everyday life (e.g. family, hobbies, work, travel and current events).	I can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible. I can take an active part in discussion in familiar contexts, accounting for and sustaining my views.	I can express myself fluently and spontaneously without much obvious searching for expressions. I can use language flexibly and effectively for social and professional purposes. I can formulate ideas and opinions with precision and relate my contribution skilfully to those of other speakers.	I can take part effortlessly in any conversation or discussion and have a good familiarity with idiomatic expressions and colloquialisms. I can express myself fluently and convey finer shades of meaning precisely. If I do have a problem I can backtrack and restructure around the difficulty so smoothly that other people are hardly aware of it.	
N G	Spoken Production	I can use simple phrases and sentences to describe where I live and people I know.	I can use a series of phrases and sentences to describe in simple terms my family and other people, living conditions, my educational background and my present or most recent job.	I can connect phrases in a simple way in order to describe experiences and events, my dreams, hopes and ambitions. I can briefly give reasons and explanations for opinions and plans. I can narrate a story or relate the plot of a book or film and describe my reactions.	I can present clear, detailed descriptions on a wide range of subjects related to my field of interest. I can explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.	I can present clear, detailed descriptions of complex subjects integrating sub- themes, developing particular points and rounding off with an appropriate conclusion.	I can present a clear, smoothly-flowing description or argument in a style appropriate to the context and with an effective logical structure which helps the recipient to notice and remember significant points.	
WR ITI NG	Writing	I can write a short, simple postcard, for example sending holiday greetings. I can fill in forms with personal details, for example entering my name, nationality and address on a hotel registration form.	I can write short, simple notes and messages. I can write a very simple personal letter, for example thanking someone for something.	I can write simple connected text on topics which are familiar or of personal interest. I can write personal letters describing experiences and impressions.	I can write clear, detailed text on a wide range of subjects related to my interests. I can write an essay or report, passing on information or giving reasons in support of or against a particular point of view. I can write letters highlighting the personal significance of events and experiences.	I can express myself in clear, well- structured text, expressing points of view at some length. I can write about complex subjects in a letter, an essay or a report, underlining what I consider to be the salient issues. I can select a style appropriate to the reader in mind.	I can write clear, smoothly-flowing text in an appropriate style. I can write complex letters, reports or articles which present a case with an effective logical structure which helps the recipient to notice and remember significant points. I can write summaries and reviews of professional or literary works.	