

## PERSONAL INFORMATION

## Jiri Hybs

 Na Stráni 826, 56151 Letohrad (Czech Republic)

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 jirihybs@seznam.cz

## JOB APPLIED FOR

## Translator

## EDUCATION AND TRAINING

1994–1997

## Bachelor Degree in English

EQF level 6

Masaryk University Brno, Brno (Czech Republic)

Teaching English as a Foreign Language

1989–1993

## High School

EQF level 4

Gymnazium Zamberk, Žamberk (Czech Republic)

General Education

## WORK EXPERIENCE

2006–Present

## Teaching professional

LSG o.p.s., Letohrad (Czech Republic)

Teacher of English at a non-state high school

2002–Present

## Translator

Freelance

English > Czech

Czech > English

Fields of Expertise: **banking, railway infrastructure, finance, business, IT, general**

2004–2006

## Accounting and bookkeeping clerk

PPF Banka, a.s., Praha (Czech Republic)

**Securities Settlement Department**

- Settlement of securities trades

- Contact with foreign counterparties and markets

- Business translations

1999–2004

## Accounting and bookkeeping clerk

Volksbank CZ, a.s., Brno (Czech Republic)

**Treasury Back Office**

-authorisation and settlement of Money Market, Foreign

Exchange and Securities operations

-updating passive interest rates, exchange rate list maintenance, s.w.i.f.t. messages maintenance, securities system input and maintenance

-business translations

## PERSONAL SKILLS

Mother tongue(s) Czech

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
State Exam at Masaryk University Brno					
Dutch	B1	B1	A2	A2	A2
Italian	B1	B1	A1	A1	A1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user  
Common European Framework of Reference for Languages

## Digital competence

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Proficient user	Proficient user	Independent user	Independent user	Independent user

Digital competences - Self-assessment grid

Thorough working experience with CAT tools, namely SDL Trados Studio.