

## AUTOBIOGRAPHY

**Name:** Marek Adami  
**Address:** Ostrava, Czech Republic  
**Phone number:** +420 777 125 699  
**E-mail:** marek.adami@centrum.cz  
**Date of Birth:** 1970  
**Marital Status:** Married, two children  
**Health:** Very good  
**Knowledge of Languages:** English – fluently (spoken and written)  
German – partly  
Russian - partly



**Education:** **University of Ostrava, Department of Psychology and Philosophy, field „Social work with advice specialisation“**, graduation, examination in April 2000  
**Graduate studies „Usage and service of personal computer“** (secondary industrial school, Academy of Heyrovsky, 1992/3)  
**Secondary industrial school, field „Machine-industries technology“**, leaving examination in May 1989

**Previous Job:** May 2009 – till now: **LAMMB systems, s.r.o., managing director, sales manager** - active search for business opportunities, communication with major customers of the company, running a company in the preparation and implementation of business plans and HR activities, reporting to company owners, business meetings with suppliers, addressing complaints procedure  
April 2008 – March 2009: **JIMI CZ, spol. s r.o., sales representative** - active search and communication with customers and investors of large construction projects, procurement and implementation of business communications with customers, technology and management company in the supply of low voltage and security technology  
June 2007 – March 2008: **Dymos Czech Republic, s.r.o. (member of Hyundai Motor Manufacturing Czech), HR manager** - all HR activities within the company (the implementation of recruitment, development staff to company standards and guidelines, ensuring internal communication and communication with government administration), support for foreign management (management of the company and non-work activities)  
2003 – May 2007: **JSP, s.r.o., sales manager** - search business opportunities and business partners, taking care of key customers in the region, promoting and implementing complex supply measurement and control technology, reporting, and building databases in the CRM  
February 1998 – January 2003: **Severomoravská energetika, a. s., head speaker in Public Relations** - preparation and implementation of PR strategy, advertising and sponsorship activities, the presentation of all activities of the Board of Directors and Supervisory Board, communication with partners in sponsorship and advertising, creation of annual reports, Internet and intranet traffic  
1997: **Start ČR (personal agency) branch Ostrava, head of the team** - cooperation with the Makro company in implementing canvassing campaign in the Ostrava region - leading the team during the search and acquisition of customers  
1994 - 1996: **Air Ostrava, s.r.o. (air transport company), HR manager** - all HR activities within the company (recruitment, development staff to company standards and guidelines to ensure internal communications, creation and implementation of HR Strategy), **sales representative, part-time job during university studies** - communication with the media, searching and contacting clients in regular air transport  
1990 - 1992: **Strojně dopravní služby, a. s., mechanics** - machinery and equipment within the automotive and construction industries

**Other vocational education:** Seminar „Successfully publicity: How to speak to customers and draw their attention (České vzdělávací centrum)  
Teaching „Open to customer“ (SILMA Consulting and Severomoravská energetika, a. s.)  
Kurs „Rhetoric“ (Tempo)  
Special course „Strategy of starting e-Business“ (LBMS)  
Special course „Personal management“ (Gradua, spol. s r.o.)  
Intensive seminar „Used ethics in branch of managing, healthcare and education“ (University of Ostrava)  
Driving licence, group A, B (January 1989)  
Another especial teaching connected with my job  
**Experience:** Very good knowledge of PC (Windows, MS Office, Corel Draw!, Microsoft FrontPage, PowerPoint etc.), part knowledge of work with Apple Macintosh  
Experience and knowledge in field of advertising, sponsoring and Public Relations (including

creating Web presentations)

Very good knowledge of business strategies and labour-management relation

**Professional Goal:**

To build a good image and prosperity of employer thanks to my work and professional attitude

**Hobbies:**

Cinema, literatures, tennis, cycling, mobile communication

**Personal Profile:**

Ability to work hard

Precision, loyalty, very good communication skills,

Work performance beyond working hours, ability for further education

Ability to organize work and lead people thanks to experience gained in previous posts

Very good general knowledge