




Curriculum Vitae




Jozef
Lisný

 U Sluncove 610/13, Prague 8

 [+420 704 870 132](tel:+420704870132)

 04.02.1994

 lisnyjozef@gmail.com

 <https://lisny.eu/>

 LinkedIn profile

Work Experience

Project Manager

Apr. 2019 - Present

Czech University of Life Sciences Prague

Faculty of Forestry and Wood Sciences

- Administration of the Project subsidized by Operational Programme Research, Development and Education
- Reporting the Project to the Grant Provider
- Provision of Financial Management of the Project
- Preparation of Public Contracts
- Organization regularly team meetings

Web Content Editor

Aug. 2019 – Dec. 2019

Extra-web, s.r.o

- Websites editing through WordPress management system

Research Assistant

Jan. 2018 – Jan. 2019

EU-China Economics & Politics Institute, s.r.o

- Searching for new Partners for Institute
- Organizing of Summer and Winter Schools for Universities from China
- Providing support with Program of Winter and Summer schools, reservations, contact person, etc.

Corporate Affairs Support

Sep. 2017 – Dec. 2017

Philip Morris ČR, a.s.

- Controlling documents needed for PMI's grant from NGO's
- Communication with NGO's
- Budget Controlling

Software Tester

Jan. 2017 – Sep. 2017

Unicredit Leasing CZ a.s.

- Testing new Information System
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Education

Systems Engineering (Ing.)

Sep. 2017 – Feb. 2020

Czech University of Life Sciences Prague

- Faculty of Economics and Management
- Diploma Thesis focus on Management problems of European project

Systems Engineering (Bc.)

Seb. 2013 – Feb. 2017

Czech University of Life Sciences Prague

- Faculty of Economics and Management
 - Bachelor Thesis focus on Operations research methods in companies
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Skills

Computer skills

- Office 365 (Microsoft Excel Advanced to Expert Certificate)
- SQL
- HTML
- WordPress (Active user of the System during my work experience as Web Content Editor)
- SAS Enterprise (SAS Programming and Data Analysis Certificate)
- IS Magion (Active user)

Public Speaking

- Communicating with Confidence Certificate
- Rhetoric Course
- Main Chair (National Platform of Erasmus Student Network Slovakia, z.s.)
- Pitch Boot-Camp (2-Days Course focus on how to present yourselves in front of potential employer)

Driving License

- Category B – active driver since 2012

Languages

- Slovak – native speaker
- Czech – advanced speaking and writing
- English – B2 level
- German – A2 level

Volunteer Experience

Member of ELSA

Oct. 2018 – Apr. 2020

Euroleague Student Association

- Helping with organization of ELLS Conference

Grants Supporter

Aug. 2018 – Aug. 2019

Erasmus Student Network Czech Republic, z.s.

- Searching new Grants opportunities
- Preparing Grants applications
- Leading Sessions about Grants information
- Contact person for information about Grants

Local Representative

June 2017 – June 2018

ESN ČZU Prague, z.s.

- Represent the Section at the National Assembly of Erasmus Student Network Czech Republic, z.s.
- Filtering important information from network and presenting them into section

Vice-president

Sep. 2015 – June 2017

ESN ČZU Prague, z.s.

- Deputy President
- Planing the Semester Events for International Students
- Communication with University

Project Manager

Sep. 2015 – June 2018

ESN ČZU Prague, z.s.

- Organization Events for International Students
- Managing process of creation new websites (<https://esnctu.cz/>)

Interests

Sports

- Gym, Swimming, Football, Billiards, Rafting

Buddy program

- Helping foreign students at the beginning of their Erasmus in Prague

Travel

- Enjoying traveling personally or for business
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Certificates

Linkedin

- Communicating with Confidence
- Cert Prep: Scrum Master
- Learning to Be Promotable
- Learning Microsoft Teams for Education
- Learn Personal Branding

Google

- Google Ads Search Certification
- Google Digital Garage

Seznam

- Seznam.cz Student Campaign Certificate

Microsoft Excel

- Microsoft Excel Advanced to Expert Certificate

SAS Institute ČR

- SAS Programming and Statistical Data Analysis

You can find more about my Certificates at:
<https://lisny.eu/diplomas.html>
