



VERONIKA VALAŠÍKOVÁ

Office Manager

 Website
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+ EMPLOYMENT

- 2013–present** **Procter&Gamble**
A&T
Cooperation with sales CE teams
Coordination of sales projects
Internal and external communication on daily basis with **strong emphasis to understand and take effective and quick next steps**
Data analysis and presentation of results
Monitoring of budget spending and reporting
Various administrative work with high attention to detail
Organization of meetings and preparation of supporting materials
- 2016-2017** **Fashion Institute**
Online Specialist
Content creation, Copywriting, SEO
- 2014–2015** **Popitchy Creatives**
Digital Specialist
Copywriting, Graphic designs, Video editing
- 2010–2013** **Gala Dance Club**
Communications Manager
Customer care – registration, responding to emails
Preparation of online content (for FB and WP)
Organization of events

+ EDUCATION

- 2015** **Business Administration - B.S.**
City University of Seattle; GPA: 3.6 of 4.0
- 2013** **Business and Information Management – B.B.A.**
Erasmus studies
Oulu University of Applied Sciences

+ SKILLS

Office 365	
Windows/Mac OS	
Premiere	
Photoshop	
Communication skills	
Sense of ownership	
Attention to detail	
Organizational skills	
Proactive approach	
Analytical skills	
English	
German	

+ WORK/PLAY BALANCE

