

# Air traffic worker, Director of quality, HR Manager, Marketing & PR, Sales Representative, Sales team manager, Store Manager, Trade - purchase and sale, Transport and Logistics



## Jiri Polivka

Preferred country or city: Czechia  
Salary: From 1000 EUR  
Sector of activity: Retail  
Employment Type: Full time  
Ready to relocate: Yes

## CV content description

My name is Jiri Polivka, I'm student of University of Business in Prague with specialization in Economy and Management in Transport and Communications for flight operations. I have previous work experiences from USA, New Zealand and Czech Republic with customer services, team leading and management.

## Experience

01.06.2017 – 01.09.2017

### GURNEY'S NEW YORK

#### VALET PARKING

Client service at valet parking for premium cars customers and organizing team of usually 6 members.

01.01.2018 – 01.02.2019

### MENZIES AVIATION CZECH LTD.

#### CIP Agent

Maintaining the VIP lounge at Vaclav Havel Intel Airport. I have been communicating with clients, working on PC with reservation systems, and payments systems.

01.06.2016 – 01.09.2016

### MONTAUK WINES AND LIQUOR and BALLS VODKA

#### SHOP ASSISTANT AND PROMOTER

Sales assistant at liquor store included working with clients, PC, money, payment systems, stocktaking and client communications. Balls Vodka promotion had a main goal to locally let people know about this start up and try to boost up its sales around Hamptons area, especially Montauk.

01.04.2019 – 01.11.2019

### SURFARENA PRAHA

#### MAIN INSTRUCTOR

I have been maintaining the team of instructors on my shift and the whole work place. This position have included daily planning of different tasks that needed to be done for my whole crew of instructors to make sure that everything is always done and ready for smooth run of SurfArena. I have been daily training new customers and also I been doing training for newly hired employees. I have also been working with reservations systems, MS Office, taking care of customers and time to time making a promo materials for social media.

01.04.2018 – 01.03.2019

### SWISSPORT INTERNATIONAL LTD., QUEENSTOWN, NZ

#### DISPATCHER

In Queenstown, NZ, I have been working as a handling agent and ramp dispatcher which included working on the plane from its arrival to departure. I have been communicating with pilots after plane arrival, engineering, gas refuel, check-in and other airport staff members. My other responsibility was to check the aircraft if everything is ok, undamaged and closed before I got connected with pilot again before departure and pushback. I have done this on planes A320 for JetStar and B737 for VirginAustralia company. I have also been working on private jets as a supervisor, where I needed to maintain a team of 2-4 members and take care of plane again from its arrival to departure. This has usually been done on aircraft type Fokker 50 for Alliance company.