

## PERSONAL INFORMATION

**Petra Konecna**

## WORK EXPERIENCE

01/02/2016–Present

**Senior Consultant/ Project Manager**

Deloitte Advisory s.r.o., Praha (Czech Republic)

- providing consulting services about innovations to public sector authorities (process optimizations, organizational and personnel audits, strategies, IT development and data mining approaches)
- providing consulting services to start-up companies (investment teasers, business plan evaluations, business model optimizations)
- leading project teams
- managing project financials
- developing systematic people management in the team

01/09/2017–Present

**Project manager and leader of technical team**

Obce v datech s.r.o., Praha (Czech Republic)

- leading projects of Obce v datech
- computation methodology leader
- managing internal team and external contractors
- leading a technical team for data mining improvements and development of products
- communication to clients

01/06/2015–30/09/2015

**Project manager and business analyst in BI**

Ceska sporitelna - Czech leading retail bank, Praha (Czech Republic)

- coordination of activities for reporting standardization across all retail banking divisions
- analysis of longterm strategy
- managing team capacities on projects
- leading adaptaion process for new colleagues
- coordination of reporting for international company Finalta and leading communication with English counterpart

01/10/2014–31/05/2015

**Business analyst in IT**

Ceska sporitelna - Czech leading retail bank, Praha (Czech Republic)

- communication bridge between business and IT
- working on projects for IT support for all types of clients
- working on projects for enhancing data availability for controlling
- working on project for improvement of internal processes of the bank
- creation of as-is analysis, requirement specification for to-be solutions
- communication among divisions, teams, different stakeholders

01/07/2013–30/09/2013

**English Teacher**

Global Passport Program in Vietnam, Ha Noi (Vietnam)

- classes for 30 students at the age of 16 and 25 (high school and university students)
- leading of an international team of teachers
- supporting cultural awareness

01/10/2011–25/06/2012 **Business analyst/ Consultant**

Deloitte Advisory s.r.o., Praha (Czech Republic)

- creation of business analysis for public sector clients
- conducting process analyses, process modelling and process optimizations
- conducting organizational restructurizations
- creation of strategies and methodologies
- project planning
- analytical writing
- participation and later on leading of client meetings

01/07/2011–30/09/2011 **English Teacher**

Children corner TOPSII project in schools in Temanggung area, Temanggung (Indonesia)

- classes for 230 students at the age of 11 and 16
- organizing motivational meetings
- presentations as an inspirational speaker at Indonesian highschoools in Central Indoneia
- supporting cultural awarenes

01/12/2009–30/06/2011 **Trainee**

Audika, auditor and tax office, Teplice (Czech Republic)

- support of tax team
- preparation of legal documents in tax area
- data analysis

EDUCATION AND TRAINING

---

01/10/2012–Present **Master in Law**

EQF level 7

Charles University in Prague, Praha (Czech Republic)

- Specialization in Law

01/09/2011–01/09/2014 **Master**

EQF level 7

Charles University in Prague, Praha (Czech Republic)

- Specialization in Finance, financial markets and banking

01/01/2013–30/06/2013 **Exchange student**

EQF level 7

Universiteit Antwerpen, Antwerp (Belgium)

- Specialization in Applied Economics

25/06/2012–30/11/2012 **Exchange student**

EQF level 7

University of Queensland, Brisbane (Australia)

- Specialization in Business, Economics and Law

01/09/2007–01/06/2011 **Bachelor**

EQF level 6

Charles University in Prague, Praha (Czech Republic)

- Economic Theories specialization

PERSONAL SKILLS

Mother tongue(s) Czech

Foreign language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C1	C2	C1
Certificate in Advance English IELTS band 8					
French	B1	B1	B1	B1	B1

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

Communication skills

- good communication skills gained through my experience - dealing with international environment during my studies as well as current work
- leading teams
- negotiation skills
- attended several trainings focused on presentations, effective communication, communication in critical situations, negotiations and non-violant communication
- experienced actress in improvisation theatre - focused on cooperation and communication between different types of people

Organisational / managerial skills

- leadership skills (leading teams at work projects, having responsibility for internal team of 5 people, organized cultural events for more than 300 people)
- excellent project management skills (leading projects across different functions, managing several large projects in the same time)

Job-related skills

- focus on high quality of work delivered
- time-management skills
- mentoring skills
- coaching skills
- empathy and cooperation skills
- inclusion approach
- fascination by new ideas and innovations
- 

Digital skills

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

Digital skills - Self-assessment grid