



Europass Curriculum Vitae

Personal information

Surname(s) / First name(s) **Vlkova Natalie**

E-mail(s) natalie.vlkova@ec.europa.eu

Date of birth 13 June 1980



Work experience

Dates 10/2008 –

Occupation or position held Web editor, Assistant to the Press office

Main activities and responsibilities

Completing / Editing / Writing articles and texts
Editorial work in Documentum (web pages)
Social media activities
Drafting reports on Czech media issues and political developments
Preparing groundwork for journalists' inquiries / interviews / presentations
Providing occasional content and logistical support for press related events organized by the Representation
Assisting in launching and managing calls for proposals, evaluation and selection of communication projects

Name and address of employer

Representation of the European Commission in the Czech Republic
DG Communication
Evropsky dum
Jungmannova 24
110 00 Praha 1

Type of business or sector

EU institution

Dates 09/2007 – 07/2008

Occupation or position held

Communication assistant - Communication office

Main activities and responsibilities

Communication strategy implementation
Providing content and logistical support for communication events organized by the Representation
Assisting in launching and managing calls for proposals, evaluation and selection of communication projects
Monitoring communication and information activities concerning the EU in the Czech Republic
Assisting in cooperation with civil society and implementation and monitoring of the Representation's communication projects
Close cooperation with financial office

Name and address of employer

Representation of the European Commission in the Czech Republic
DG Communication
Evropsky dum
Jungmannova 24
110 00 Praha 1

Type of business or sector

EU institution

Dates 03/2007 – 07/2007

Occupation or position held

Administrative trainee in Communication – Press and political office

Main activities and responsibilities	Relations with journalists Political analyses Media analyses, media coverage,... Web editing (writing articles, corrections,...) Organization of the official visits
Name and address of employer	Representation of the European Commission in the Czech Republic DG Communication Evropsky dum Jungmannova 24 110 00 Praha 1
Type of business or sector	EU institution
Dates	06/2006 - 09/2006
Occupation or position held	Marketing assistant
Main activities and responsibilities	Relations with Czech, Slovak and French companies Relations with French Administration Translations, interpretation Invoicing, Document Monitoring
Name and address of employer	2 G INTERNATIONAL Route de Labussiere 21320 Chateauneuf, France
Type of business or sector	International Business
Dates	10/2004 - 05/2005
Occupation or position held	Journalist – Radio announcer
Main activities and responsibilities	Preparing and analysing information for news and cultural program Communication with listeners
Type of business or sector	Media
Name and address of employer	Radio Helax Stodolní 8, Ostrava

Education and training

Dates	09/2005 - 06/2006
Title of qualification awarded	Certificat d'Etudes Politiques
Principal subjects / occupational skills covered	International relations
Name and type of organisation providing education and training	IEP Lille, France
Dates	09/1998 - 06/2003
Title of qualification awarded	M.Sc.
Principal subjects / occupational skills covered	European administration, integration
Name and type of organisation providing education and training	VSB - Technical University Ostrava, Faculty of Economics
Level in national or international classification	M.Sc.

Personal skills and competences

Mother tongue(s) **Czech**

Other language(s)

Self-assessment

European level ()*

English

French

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C1	Proficient user	C1	Proficient user	C1	Proficient user	C1	Proficient user	B2	Independent user
C1	Proficient user	C1	Proficient user	C1	Proficient user	C1	Proficient user	B2	Independent user

() Common European Framework of Reference (CEF) level*

Artistic skills and competences

Good knowledge of Microsoft Office tools (Word, Excel, PowerPoint), Linux, Outlook.

Driving licence

Category B

EUROPEAN LEVELS - SELF ASSESSMENT GRID

		A1	A2	B1	B2	C1	C2
U N D E R S T A N D I N G	Listening	I can understand familiar words and very basic phrases concerning myself, my family and immediate concrete surroundings when people speak slowly and clearly.	I can understand phrases and the highest frequency vocabulary related to areas of most immediate personal relevance (e.g. very basic personal and family information, shopping, local area, employment). I can catch the main point in short, clear, simple messages and announcements.	I can understand the main points of clear standard speech on familiar matters regularly encountered in work, school, leisure, etc. I can understand the main point of many radio or TV programmes on current affairs or topics of personal or professional interest when the delivery is relatively slow and clear.	I can understand extended speech and lectures and follow even complex lines of argument provided the topic is reasonably familiar. I can understand most TV news and current affairs programmes. I can understand the majority of films in standard dialect.	I can understand extended speech even when it is not clearly structured and when relationships are only implied and not signalled explicitly. I can understand television programmes and films without too much effort.	I have no difficulty in understanding any kind of spoken language, whether live or broadcast, even when delivered at fast native speed, provided. I have some time to get familiar with the accent.
	Reading	I can understand familiar names, words and very simple sentences, for example on notices and posters or in catalogues.	I can read very short, simple texts. I can find specific, predictable information in simple everyday material such as advertisements, prospectuses, menus and timetables and I can understand short simple personal letters.	I can understand texts that consist mainly of high frequency everyday or job-related language. I can understand the description of events, feelings and wishes in personal letters.	I can read articles and reports concerned with contemporary problems in which the writers adopt particular attitudes or viewpoints. I can understand contemporary literary prose.	I can understand long and complex factual and literary texts, appreciating distinctions of style. I can understand specialised articles and longer technical instructions, even when they do not relate to my field.	I can read with ease virtually all forms of the written language, including abstract, structurally or linguistically complex texts such as manuals, specialised articles and literary works.
S P E A K I N G	Spoken Interaction	I can interact in a simple way provided the other person is prepared to repeat or rephrase things at a slower rate of speech and help me formulate what I'm trying to say. I can ask and answer simple questions in areas of immediate need or on very familiar topics.	I can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar topics and activities. I can handle very short social exchanges, even though I can't usually understand enough to keep the conversation going myself.	I can deal with most situations likely to arise whilst travelling in an area where the language is spoken. I can enter unprepared into conversation on topics that are familiar, of personal interest or pertinent to everyday life (e.g. family, hobbies, work, travel and current events).	I can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible. I can take an active part in discussion in familiar contexts, accounting for and sustaining my views.	I can express myself fluently and spontaneously without much obvious searching for expressions. I can use language flexibly and effectively for social and professional purposes. I can formulate ideas and opinions with precision and relate my contribution skilfully to those of other speakers.	I can take part effortlessly in any conversation or discussion and have a good familiarity with idiomatic expressions and colloquialisms. I can express myself fluently and convey finer shades of meaning precisely. If I do have a problem I can backtrack and restructure around the difficulty so smoothly that other people are hardly aware of it.
	Spoken Production	I can use simple phrases and sentences to describe where I live and people I know.	I can use a series of phrases and sentences to describe in simple terms my family and other people, living conditions, my educational background and my present or most recent job.	I can connect phrases in a simple way in order to describe experiences and events, my dreams, hopes and ambitions. I can briefly give reasons and explanations for opinions and plans. I can narrate a story or relate the plot of a book or film and describe my reactions.	I can present clear, detailed descriptions on a wide range of subjects related to my field of interest. I can explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.	I can present clear, detailed descriptions of complex subjects integrating sub-themes, developing particular points and rounding off with an appropriate conclusion.	I can present a clear, smoothly-flowing description or argument in a style appropriate to the context and with an effective logical structure which helps the recipient to notice and remember significant points.
W R I T I N G	Writing	I can write a short, simple postcard, for example sending holiday greetings. I can fill in forms with personal details, for example entering my name, nationality and address on a hotel registration form.	I can write short, simple notes and messages. I can write a very simple personal letter, for example thanking someone for something.	I can write simple connected text on topics which are familiar or of personal interest. I can write personal letters describing experiences and impressions.	I can write clear, detailed text on a wide range of subjects related to my interests. I can write an essay or report, passing on information or giving reasons in support of or against a particular point of view. I can write letters highlighting the personal significance of events and experiences.	I can express myself in clear, well-structured text, expressing points of view at some length. I can write about complex subjects in a letter, an essay or a report, underlining what I consider to be the salient issues. I can select a style appropriate to the reader in mind.	I can write clear, smoothly-flowing text in an appropriate style. I can write complex letters, reports or articles which present a case with an effective logical structure which helps the recipient to notice and remember significant points. I can write summaries and reviews of professional or literary works.