

# CURRICULUM VITAE

Hélène Hýlová

## QUALIFICATION SUMMARY

FLE teacher with five years of experience and qualification in the field of languages who specialises in tailor-made company courses. Instructed clients from various professional backgrounds and ages. Translator from Czech and German into French. Cooperated on translating works of fiction and poetry. Translated, copy-edited and proofread university theses. Translated web presences, film subtitles and other commercial texts.

## PROFESSIONAL EXPERIENCE

<p><b>French language teacher</b> James Cook Languages and Skřivánek, Prague, Czech Republic</p> <p>In teaching French to a range of business professionals, either individually or in groups I have developed my abilities to create learning activities such as role plays, use of songs and movies, and dynamic drills. I have created lesson plans and syllabi or adapted to the students' needs by using improvisation.</p> <ul style="list-style-type: none"><li>▪ Cooperated with the following language schools: <i>Skřivánek</i> (2013), <i>James Cook Languages</i> (since 2013)</li><li>▪ Taught clients at the following companies: <i>ExxonMobil</i>, <i>TV Prima</i>, <i>Ogilvy</i>, etc.</li></ul>	2012—present
<p><b>Translator, copy editor and proofreader</b> Freelancer based in Prague, Czech Republic</p> <p>Translation work</p> <ul style="list-style-type: none"><li>▪ Short stories from various authors with texts about Prague intended for publication in 2018, Robert Laffont publishing house, Paris</li><li>▪ Subtitles for a TV commercial for Sofinco Personal Finance</li><li>▪ Texts for Avantgarde Prague's web presence</li></ul> <p>Copy-editing and proofreading work</p> <ul style="list-style-type: none"><li>▪ Deník Ferdinanda Schwarzenberg (Nová tiskárna Pelhřimov 2015)</li><li>▪ University theses in the fields of literature, history and theology.</li></ul>	2010—present

## EDUCATION AND TRAINING

<b>Maîtrise in German language</b> (Master's programme, completed first year) Department of German Literature, Sorbonne University (Paris IV), France	2011
<b>Bachelor of Arts in Czech language</b> Department of Czech Literature, Sorbonne University (Paris IV), France	2010
<b>Bachelor of Arts in German language</b> Department of German Literature, Sorbonne University (Paris IV), France	2009
<b>Exchange student in Czech language</b> Department of Czech Language, Charles University, Prague, Czech Republic	2010
<b>Summer School of Slavonic Studies</b> Department of Czech Language, Charles University, Prague, Czech Republic	2008, 2010
<b>French baccalaureate exam</b> Options: Literature and English language	2006

## LANGUAGES

- FRENCH – native speaker
- CZECH – C1
- ENGLISH – C1
- GERMAN – B2
- BULGARIAN – A2
- YIDDISH – A1

## SKILLS AND FIELDS OF INTEREST

- An advanced user of Microsoft Office products
- Basic knowledge in Adobe Photoshop and QuarkXpress
- Study of foreign languages and literature
- Interest in baroque music and choir singing
- Listening to radio programmes on the popularization of science