



Structured Curriculum Vitae

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WORK EXPERIENCE

01/2019 — so far:

**The United Methodist Church in the Czech Republic,
District Council Office, Head of Office**

Work time 0,9; job description — selection:

- responsibility for the comprehensive management and recording of the Church's finances in the tens of millions of CZK, as well as for all day-to-day operations of the organization (managing the staff of the District Council office, supervision of IT services, reporting, preparation of budgets, communication with relevant authorities, e.g. Ministry of Culture, communication with the Bishop's office in Switzerland and other foreign partners, ...)
- **managing and processing of the payroll** of approx. 30 core employees and approx. 20 labour agreements; including the agenda of foreign employees
- **preparation and organisation** of international and domestic congress-type meetings
- **representation of the church** in national inter-church structures
- creation of the content and graphic design of the organisation's **annual report**
- from 06/2018 to 05/2021 also the position of the **director of the Czech UMC Diacony**
+ many other additional activities resulting from my experience as a freelancer, such as graphic design of publications published by the organization

10/2018 — 12/2018:

Spokesperson of the Statutory City of Jihlava

Termination of employment at my own request within the probationary period, the city management has expressed interest in continued cooperation. Job description — selection:

- close cooperation with the city management, participation in meetings of the top city bodies (city council, council of ministers, meetings of heads of departments, etc.)
- preparation and publication of **media outputs**, including the processing of **photo documentation** of actions and events
- **answers to journalists' questions, media releases to radio and television**
- writing speeches and texts for city representatives
- **organising and conducting press conferences**
- **moderating** city events (concerts, public hearings, etc.)
- **monitoring** of press and media outputs, **preparation of analyses** (e.g. communication swot an.)
- communication with the public on **social media**

04/2013 — 09/2018:

**The United Methodist Church in the Czech Republic, District Council Office,
Assistant to District Superintendent**

Work time 0,9; job description — selection:

- membership in the **finance committee** managing the church's investments and asset management
- **preparation and organization of international and domestic congress-type meetings**
- **presenting the organization's activities abroad**, managing the **agenda of foreign employees**
- creation of **official minutes** of the meetings of the District Council and the church-wide **newsletters**
- **public relations** of the organisation, **managing and creating content for the website**
- **graphic design of publications** issued by the organisation - book covers and typesetting, brochures, leaflets, facade banners; commissioning of printing; creation of the organisation's **annual report**
- writing **articles** and creating **graphic comics** for the church-wide magazine Word and Life
- **translation activities, programme creation and accompaniment** for important foreign guests
- **representation of the church in national inter-church structures** - e.g. membership in the preparatory group for the television broadcasting Prayer for Home
- **interior design** for church premises

08/2009 — 04/2013: *Self-employed as a freelancer*

(After 04/2013 still continues as a secondary activity)

Artwork: see www.martinkukla.art; a selection of activities:

Graphic design — ECM, AMM, BJB, SKP Jihlava, Y-port, MyDream, Think Big, Faama, Energie pro cirkve, E´motion – regional broadcast of TV Prima, ...

Illustrations, paintings — storyboards, visualisations, illustrations for the commemorative book of the Jihlava City Council, ...

Interior design — restaurant u Supa in Celetná, Prague; private apartments, Lenka guesthouse, ...

Industrial design — bottle cap design for Falcon Jihlava, collaboration on the design of glass chandeliers for Mira Hotel in Hong Kong /*****/

Film and Advertisement — Assistant Art Director – CS Beton, Smirnoff, ...

Public Relations — consultancy for the Ministry of Labour and Social Affairs

PR & Copywriting — cooperation with Faama agency

EDUCATION	09/2006 — 11/2010	DAMU, major in Film and Television Scenography /Master's degree/
	09/2006 — 02/2009	ČVUT, Faculty of Architecture /Master's degree/
	09/2005 — 06/2006	École d´Architecture Paris Val-de-Seine /study program Erasmus/
	09/2002 — 06/2005	ČVUT, Faculty of Architecture /bachelor degree/

LANGUAGE SKILLS	English — CAE – Cambridge Advanced English, 01/2018, level C1, 195/210, (200—210 = native speaker), also frequent stays abroad and work communication with foreigners
	French — B2, one year study in Paris
	Spanish — A2, continuing education

OTHER SKILLS	Computer programs — MS Office, MS Teams, Zoom, Adobe InDesign, Adobe Photoshop, Adobe Premiere, Corel Draw, Corel Photo-Paint, Google SketchUp, PDFTools, Dropbox, ...
	Able to touch-type
	Group B licence , 06/2001, active driver
	Captain's licence , 07/2021, M – motor boats up to 20 m without power limitation, I – Inland waters, C – sea 1 Nm, S – sailing boats up to 20 m without sail area limitation.

CHARACTERISTICS AND ABILITIES	Responsibility and consistency in carrying out work
	Accuracy of deliverables while maintaining necessary time productivity
	At the same time creativity and flexibility
	Communication and expression skills - command of the written and spoken word, moderating events, presenting to clients and at conferences, working with media and film staffs
	Aptitude for team work , but also independence in problem solving

INTERESTS	Fine arts — exhibitions, design, architecture, own artwork – paintings, models, music — concerts, listening, piano playing, cinema — films and film festivals, film VFX – own work, theatre, travel and languages — about 47 countries so far, planning, reading, sports — exercise, cycling and scooting, water — swimming, kayaking, paddleboard, motor boats, sailing — just summer and blue skies ...
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