

PROFESSIONAL PROFILE

Name and Surname: **Mgr. Marta Stará**

EDUCATION:

- 2003 – 2005 Faculty of Education, Masaryk University, Brno
Follow-up Master's study programme
Specialization: Social pedagogy
State Master Degree Exams: Applied psychology, Pedagogy, Social pedagogy
- 1999 – 2003 Faculty of Education, Masaryk University, Brno
Bachelor's study programme
Specialization: Social pedagogy
State Master Degree Exams: Applied psychology, Social pedagogy, The Basics of Law (Theories of law, Civil law, Criminal law)
- 2002 Tomas Bata University in Zlín – Institute of Interdisciplinary Studies in Brno
Training Teachers of General Subjects – Complementary pedagogical studies for teachers of practical training
- 1988 – 1992 High School of Nursing, Kyjov
Specialization: Children's nurse
High School-leaving examination: Czech Language and Literature, Paediatrics, Psychology and Pedagogy, Nursing, Nursing and Child Education

Computer skills:

MS Office (Word, Excel, Outlook, PowerPoint, Visio), Internet, LMS, Moodle – user knowledge

Language skills:

English – Level C1

OCCUPATION:

- 2015 – today **The Ministry of Education, Youth and Sports**
Head of Unit of Vocational Education and Training

Activity profile:

Practising independent managing, administrative and organizational activities aimed at securing the smooth running of the department, solving the problems of the concept of secondary and higher vocational education, methodological management and coordination of the activities of secondary schools and preparation of legislation in the area of competence, cooperation with EU institutions and bodies (CEDEFOP, EC). With regional authorities with universities and other institutions in the area of common tasks.

- 2012 – 2014 **ACREA CR, Prague 1**
Head of Centre of Education

Activity profile:

Practising separate managing, administrative and organizational activities aimed at ensuring the smooth running of the Teaching Centre. The responsibility for organizing the effective course development and the quality of the

provided education. Participating in the preparation of new courses, including defining the concept of courses of the Teaching Centre. Promoting the activities of the Teaching Centre. Daily personal and telephone conversations, management of the appropriate administrative agenda, reporting, and other work focused on PC work.

2009 – 2012 **Centre for the Evaluation of Educational Achievement – CERMAT, Prague 7**
Head of Department of Pretesting

Activity profile:

Responsibility for preparing and implementing the project by piloting pre-test tasks and assignments for the High School-leaving examination and certification of authors and reviewers of test tasks. Collaboration with other departments, sections, managing members of the department, coordination of activities with the supplier company, communication with external co-workers. Administrative activities, control activities, preparation and organization of full-time training, communication with secondary schools.

Project Activity Manager

Activity profile:

Responsibility for logistics and implementation of Projects KOS and Graduate 09. Preparation and development of methodologies including documentation, organizing training of trainers, communication with regional educational institutions, lecturers and secondary schools, co-ordination of cooperation, crisis management, elaboration of outputs from educational trainings. Administrative and control activities.

2004 – 2009 **High School of Applied Arts, Železný Brod**
Teacher (English as a foreign language, Civic education)
Guidance counsellor and Methodist of prevention of socially pathological phenomenon

2002 – 2004 **Law Academy and Higher Technical College of Law, Inc., Liberec**
Teacher (English as a foreign language, Psychology)

2002 – 2005 **Secondary School of Business and Law Inc., Jablonec nad Nisou**
Teacher (English as a Foreign Language, Civic education, Theory of Law, Psychology)

2001 – 2002 **College Předbranská, Uherský Brod**
Teacher (English as a Foreign Language, Civic education)

1998 – 2001 **Private Secondary Vocational School Inc., Kunovice**
Teacher (English as a Foreign Language, Civic education)
Head of External Studies and Preliminary Years Studies

1996 – 1998 **Rocking Horse House, Windsor, England**
Au-pair

1994 – 1996 **Lázně Luhačovice a.s., První dětská léčebna Radun**
Child nurse

1992 – 1994 **Fakultní porodnice, Obilní trh, Brno,**
Child nurse in Neonatal Care Department

Prague, January 2020

Mgr. Marta Stará