



## my details

born name jan zeman  
date of birth nov 22, 1977  
marital status unmarried  
place to live beroun / prague

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## my education

secondary technical school  
09, 1992 – 06, 1996  
spšs, novoborská 610  
prague 9-prosek

>computer, machine & civil  
engineering technologies,  
languages, economics,  
all used in practice processes<

## my jobs

production / account manager  
**standby props** / stagehand  
09, 2015 – present  
charterhouse / freelance

>operate as lead point of contact  
for print matters, ensure projects  
are delivered on **time** to budget in  
excellent quality, exceed scope<

account / project manager  
print **production** manager  
06, 2010 – 09, 2015  
adare international limited

>provide seamless customer  
service in timely, **cost effective**  
& professional manner throughout  
cee, 6 countries, 5 accounts<

career break / graphic designer  
**runner** / production support  
03, 2009 – 06, 2010  
freelance / self-employed

>help all forms of advertising to  
develop & grow, starting with  
cid, digital, through pos materials  
to spots even **foreign film productions**<

senior account executive  
dm **promo** production specialist  
06, 2007 – 03, 2009  
reader's digest / williams lea

>manage all printed materials  
across whole spectrum of direct  
**mail** campaigns for central  
& eastern europe, 11 countries<

**print** & distribution coordinator  
supply chain process manager  
09, 2000 – 06, 2007  
nationale-nederlanden / ing

>ensure of all **prepress** & press  
materials, incl. distribution,  
handle budget of 45 mio czk,  
cross over entire corporation<

graphic designer, mac platform  
print & cut **plotter** operator  
02, 1999 – 09, 2000  
tiber sedin ad agency

>complete execution of each  
signmaking project, **design**  
& production for wide range  
of point of sales materials<

graphic designer, win platform  
marketing **events** specialist  
12, 1996 – 02, 1999  
auto kelly spare car parts

>design & overall realization  
of catalogues, leaflets etc.,  
product photography, active  
car parts media **advertising**<

## my languages & cmptrs

english of intermediate level,  
german & russian of basic,  
colourful czech, knowledge  
of win / mac based platforms

ms office, adobe - framemaker,  
indesign, photoshop, freehand  
& illustrator, autocad, coreldraw,  
quarkxpress, html, wordpress

## my hobbies & interests

analog & digital photography  
project or workshop based,  
make synth & e-guitar music,  
cycling, running, swimming

hardware & software products  
ride out on new or innovative  
technologies for prepress  
& press, mobile, web, on-line

## my sum & expectations

more than 15 years' experience  
in automotive industry, finance  
sector, advertising production,  
customer service environment

look forward to discussing job  
offer from development to  
production / manufacturing  
from marketing to distribution



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