

Internship in

London

2. 12. – 15. 12. 2018





Erasmus+

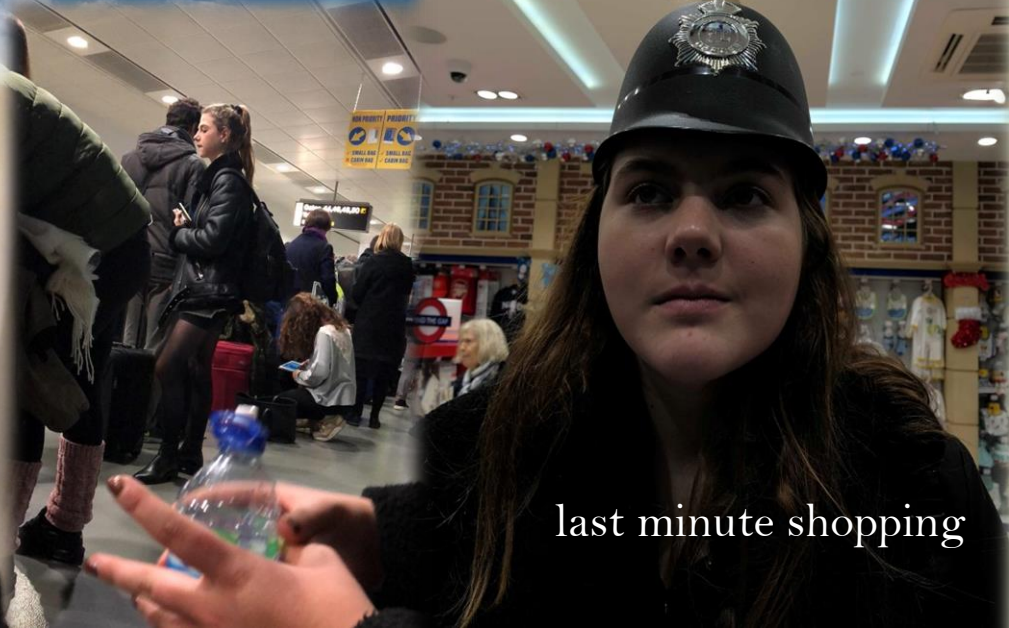
ODBORNÁ STÁŽ ŽÁKŮ VE FIRMÁCH V LONDÝNĚ

Projekt 2018-1-CZ01-KA102-047145 STUDIUM BEZ HRANIC V
KA1 Vzdělávací mobilita jednotlivců v odborném vzdělávání
Financováno Evropskou Unií

BRNO – STANSTED



Welcome to
Stansted Airport



last minute shopping

TRANSPORT



FOOD



ACCOMMODATION



Když je v pokoji zima



ADÉLA MÁLKOVÁ & JANA KALHOUSOVÁ

- cleaning books
- book revision
- answering readers' inquiries
- helping with events for kids



MARKÉTA FRÖMELOVÁ & LUKÁŠ TÖLG

- revision of the fund
- depreciation
- helping readers with registration
- preparation of reservations
- sorting of returned books



LENKA URSACHEROVÁ & JULIE PROCHÁZKOVÁ

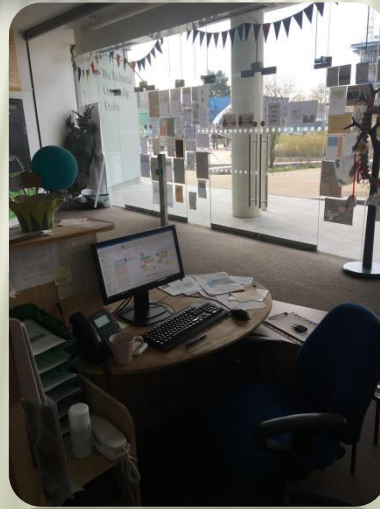
- working with client databases
- creating records in the archive
- creating profiles in a computer programme
- working with invoices, statements
- from a bank account
- working with post



TEREZA DOLEŽALOVÁ

- work on reception
- making calls with clients
- helping in the kitchen with cooking for clients with children
- decoration of the centre for Christmas
- help with promotion of the centre

Redmond | COMMUNITY CENTRE



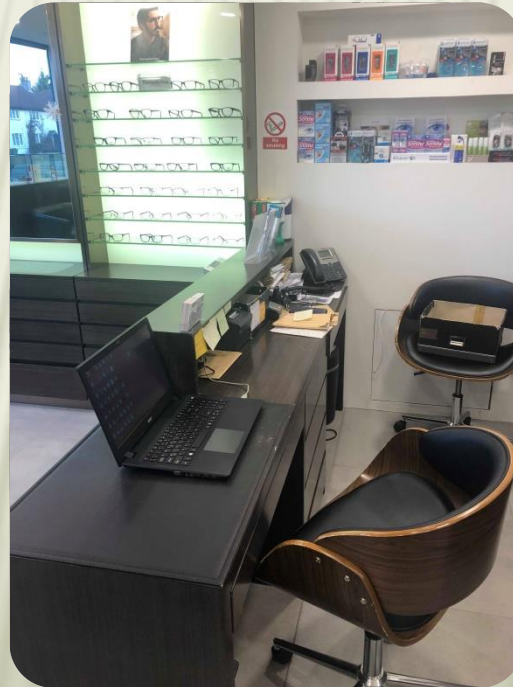
ZUZKA MARTINKOVÁ

- administrative task
- working with social system Charm
- filling in new information about family or children
- adding children who need new family to the system Charm



LUISA FREIMUTHOVÁ

- working with Microsoft Powerpoint, making presentations
- working with Excel
- calling customers
- editing photos



ELIŠKA RYBÁKOVÁ

- visa handling for English clients to Russia
- working with databases
- processing orders
- searching for news about luxurious travel
- creating spreadsheets
- contacting clients
- picking up passports

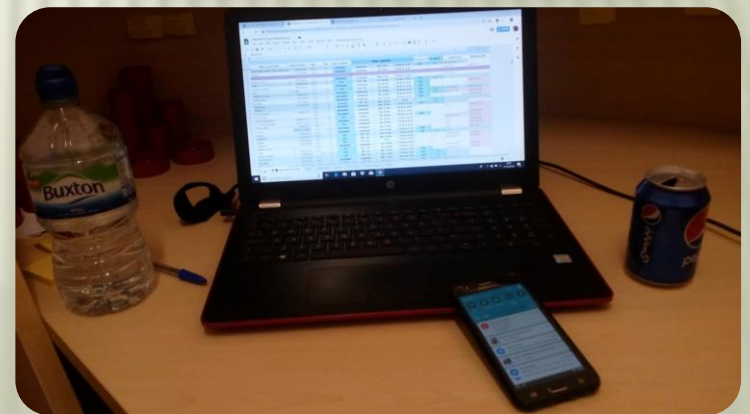


DAVID FOJTÍK

- marketing
- promotion of the company on social networks
- working with database



CCLS English School



ELIŠKA MUSILOVÁ

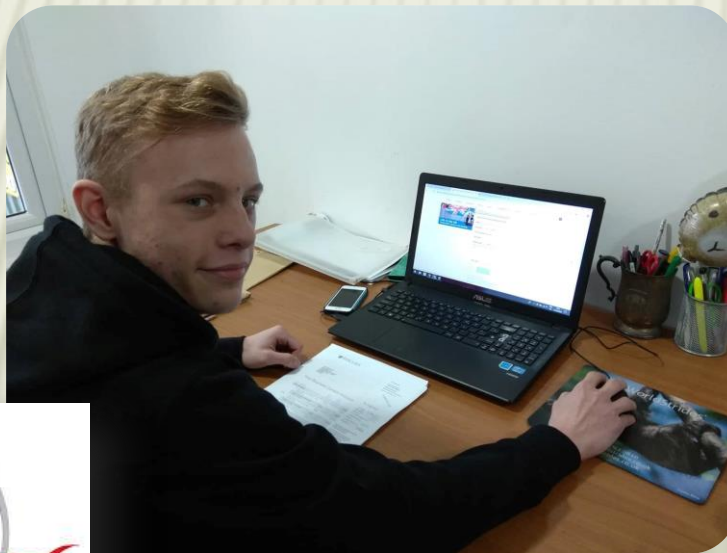
AS Accountancy

- entering new clients into the database
- checking data
- accountancy
- working with client contracts



PATRIK CIHLÁŘ

- creating of social media posts and scheduling them
- filling invoices
- making layout of students evaluation in Excel



TELUC UK
School of English

NATÁLIE VLASÁKOVÁ

- informing clients
- working with documentation
- evaluation of questionnaires

Active Care



VALENTINA MEŠKOVÁ

- assigning properties to the system and to websites
- bookkeeping
- meetings with clients and negotiation of conditions

AVChilds
Estate Agents



MAGDA BÍNKOVÁ

- working with data from the client database and their processing in the reports
- sorting of accounting documents according to different criteria
- classification of documentation according to the client database and their personal accountants.



JASMÍNA CHENOVÁ

Influential English

- designing leaflets and business cards for promotion
- running some errands



EVA GOTTWALDOVÁ

- selection of furniture for flats
- communication with clients
- contacting clients
- selection of suitable apartments according to clients requirements
- entering enquiries into the database
- selecting flats in certain areas
- making an overview of apartments



NIKOLA SVOBODOVÁ

- checking their bank transfer payments every morning
- writing business letters
- making presentations



MAPLE

TRAFALGAR SQUARE NATIONAL GALLERY





LONDON EYE
TOWER

Buckingham Palace

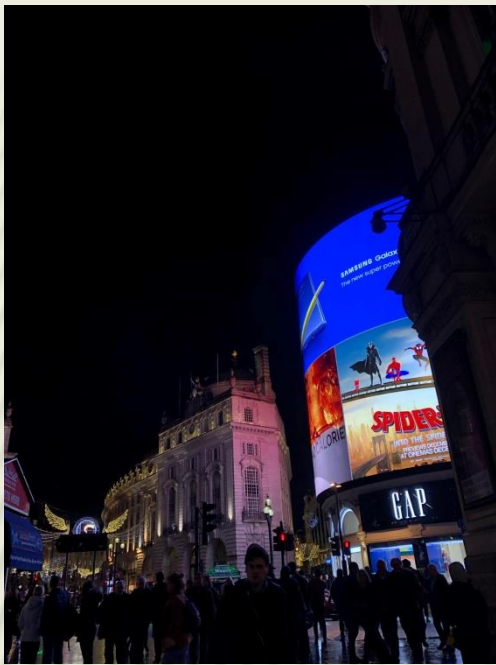


Parliament

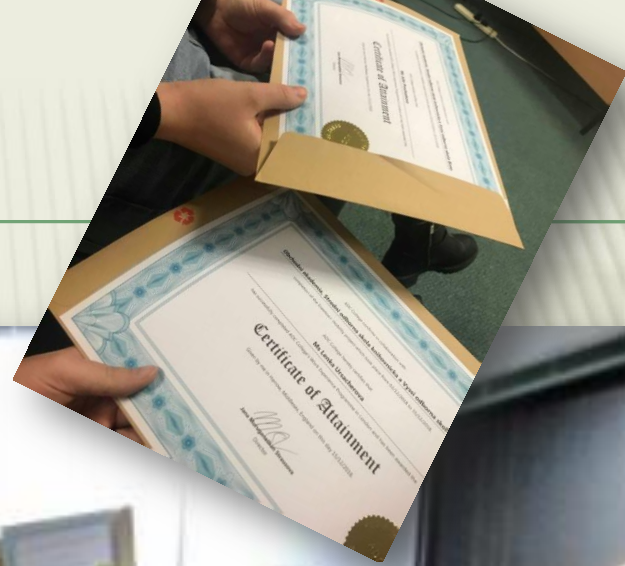
St. James Park







CERTIFICATION







LENKA
MARKÉTA
LUKÁŠ
VALENTINA
ELIŠKA JASMÍNA
MAGDA JULIE
JANA
NATÁLIE

EVA
NIKOLA
LUISA
PATRIK
ELIŠKA
DAVID
TERKA
ZUZKA
ADÉLA

Thank you for your attention!

