

BASIC INFORMATION



- Taking place on 31 March 13 April 2019
- Host families accommodation
- Group plan for the weekend
- Travelling and accommodation expenses covered by the Erasmus+ programme

EDITA SKUBEŇOVÁ

- SonaTours Ltd.
- Creating requests for hotels
- Filling databases
- Writing business letters
- 9:00-17:00





DOMINIK LÍBAL

- Real Action
- Collecting materials
- Marking books
- Printing materials
- Work with databases
- 9:00-17:00



MICHAELA MALIŠOVÁ AND LUCIE HUDEČKOVÁ

Sapphire Community Group

Work with customers via phone/email

- Work with databases
- Help with creating events
- 12:00-18:00



ONDŘEJ NOVOTNÝ

- TAJ Accountants
- Helping people in various financial ways
- Accounting
- Work with invoices
- Sorting papers
- Entertaining customers
- 9:00-18:00



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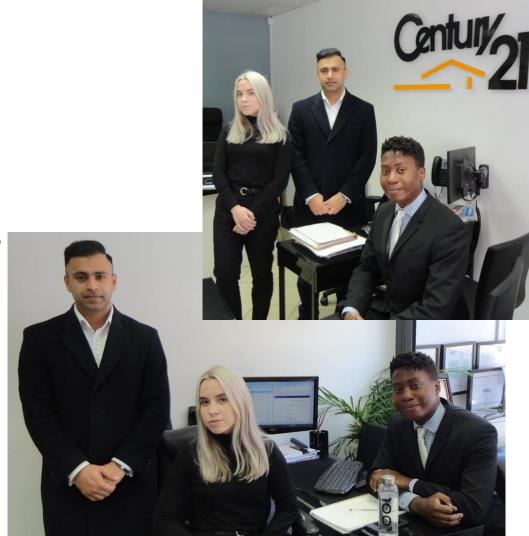
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MICHAELA KLÍMOVÁ

- CENTURY 21
- Administration work
- Communication with customers
- Visiting estates
- Offering estates on the internet
- Work with Word



DAVID ŠANDERA

- Birchwood Grange Care Home
- Administration and reception work
- Organisation of events for residents
- 9:00-17:00



KATEŘINA SMĚTÁKOVÁ

- Airworld Tours
- Printing air tickets/documents
- Searching customers in databases
- Uploading tickets to the system
- 9:00-16:00





DANIEL WENZLOVSKÝ

TO LET

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Tempocasa

Searching properties

Writing letters

• 10:00-17:00



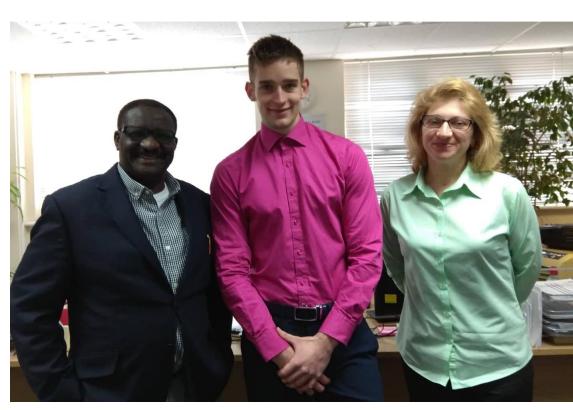
ANEŽKA FORMÁNKOVÁ AND ANNA KOČÁROVÁ

- The Library at Willesden Green
- Loan services
- Work with databases
- Sorting and shelving books
- Recommending and referencing books
- Promoting the library
- 10:00-17:00



TOMÁŠ TRANDA

- Eleada Care Services
- Work with Excel
- Data scanning, shredding
- Work with clients databases
- 10:00-17:00



PETRA HRÁČKOVÁ

- Ibis Budget
- Work with database
- Replying to reviews
- Printing, scanning invoices
- Checking monthly income
- 9:00-5:00



MARTIN REZLER AND VIKTORIE PEICHLOVÁ

- CCLS English School
- Work with databases
- Marketing messages
- Negotiation with clients
- Presentations and videos
- 9:00-15:00





VERONIKA JULINKOVA

- Maple Estates
- Work with databases
- Writing letters
- Searching properties
- 9:30-17:00



020 8427

MATĚJ ŠVÁBENSKÝ

- Let's Talk Property
- Showing flats
- Writing letters
- 9:00-17:00





