

CURRICULUM VITAE



PERSONAL INFORMATION

Name **Antónia FICOVÁ**, Engineer, (Not yet PhD= clean 170 European Credit Transfer System)

Address Hažín nad Cirochou, No. 181, County of Humenné, Prešov District, Slovakia, European Union, 067 83

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Telephone +421 918 216 381, T-COM provider

Nationality Slovakian.

Date of birth August 14, 1988

Gender Female

WORK EXPERIENCE

- Dates (from – to) 05/2026 – 06/2026

• Name and address of employer Certificate of completion of the course: Production Operator Administrative work within the instructions of the superior in the administration.

• Main activities and responsibilities Newport Group a.s., Lazaretská 23, 811 09 Bratislava, pobočka Humenné
Supervision of the project: Mgr. Elena Mašlonková, MBA
Email: office@newportgroup.sk, Tel.: +421 2/20 72 60 39
- Dates (from – to) 05/2024 – 07/2024

• Name and address of employer Summer Internship: Administrative work within the instructions of the superior in the field of administration.

• Main activities and responsibilities JUDr. Michaela Zubal' - Burdová. Exekutorský Úrad. Bailiff's Office. Štefánikova 18, 06601 Humenné
Email: michaela.zubalburdova@ske.sk, Phone Number.: +421 57/ 772 00 74
- Dates (from – to) 11/2022 – 06/2026

• Name and address of employer Caregiver of my 83-year-old grandmother at household.

• Main activities and responsibilities Úrad Práce a Sociálnych vecí Humenné
Email: silvia.zigova@upsvr.gov.sk, Phone Number: +421 57/2440 663
- Dates (from – to) 07/2022 – 20.09.2022

• Name and address of employer Customer service center worker. Communication with customers and implementation of telephone sales. Handling telephone and email communication.

• Main activities and responsibilities Administrative work within the instructions of the superior in the administration.
AMESI s.r.o., Štefánikova 18, 066 01 Humenné
E-mail: ingrid.hajduckova@justice.sk, Phone Number: +421 57 / 772 00 74
- Dates (from – to) 03/2022 – 30. 04.2022

• Name and address of employer Administrative assistant. Preparation and processing of documents within public - commercial competitions. Handling telephone and e-mail communication.

• Main activities and responsibilities Administrative work within the instructions of the superior in the administration.
SBS Shield, Súkromná bezpečnostná služba, Ľudovíta Štúra, Michalovce, 07101
E-mail: sbsshield@gmail.com, Phone Number.: +421 56/ 643 57 81

- Dates (from – to) 09/2021 – 10/2021
- Name and address of employer Administrative officer. Preparation and processing of accounting documents, daily administrative and organizational support to the superior, handling telephone, postal and e-mail communication, including in a foreign language. TMPMP Mechanical Precious Production, Továrenská 2, Michalovce. E-mail: tmpmp@tmpmp.sk ; Phone number: +421 56/ 6889 965
- Main activities and responsibilities

- Dates (from – to) 05/2020 – 07/2020
- Name and address of employer Bratislava, P E R E X, a. s.
- Main activities and responsibilities Publication of articles in area of economics, finance especially in online form of daily newspaper called Pravda.

- Dates (from – to) 04/2020 – 07/2020
- Name and address of employer Bratislava, COMENIUS ANALYTICA s. r. o.
- Main activities and responsibilities Publication of articles in area of economics, finance especially in online form of daily newspaper called Finančné Noviny, ISSN 2644-5999.

- Dates (from – to) 12/2015 – 02/2018
- Name and address of employer Registration at Ministry of Labour and Social Affairs of Slovakia in Humenne.
- Main activities and responsibilities Cooperation at various projects on subject of economical issues. Reference: iveta.hrinova@upsvr.gov.sk

- Dates (from – to) 08/2015
- Name and address of employer Pravda, Daily NewsPaper in SR
- Main activities and responsibilities Two articles has been published during month of august on subject of finance, economics and management.

- Dates (from – to) 11/2012 – 12/2012
- Name and address of employer Usmev ako dar, Fun Club Fortuna, Agatova 1/A, 841 02 Bratislava – Dubravka, Slovakia, Non Government Organization
- Main activities and responsibilities Junior – Teacher, volunteer. I was responsible for systematic work with children and youth in natural environment focused on the development of their personality, self-activity, creativity and talent. This objective has been implemented through regular club activities, variety of educational activities, weekend stays, camps as well.

- Dates (from – to) 8/2011 – 9/2011
- Name and address of employer Mrs. Helen Bertole, Interlaken, New Jersey, 07701 U.S.A. (10 years of USA Visa till 2018)
- Main activities and responsibilities Home Office Assistant. I was responsible for assistance for preparation of correspondence, reports, analysis, managing office operations and systems, including keeping records, interacting with vendors, managing office calendar and activities.

- Dates (from – to) 6/2010 – 9/2010
- Name and address of employer GVP spol. s.r.o., Tolsteho 1, Humenne, 066 01 Slovakia (Summer Internship)
- Main activities and responsibilities Junior account manager. Responsible for managing, supporting, and servicing the account related needs of an assigned set of strategic customers.

- Dates (from – to) 6/2009 – 9/2009
- Name and address of employer Mrs. Sharon McGovern, Toms River, New Jersey, 087 53 U.S.A.
- Main activities and responsibilities Summer Internship: in area of personal business administration, health care called home care/ office assistant.
- Dates (from – to) 6/2008 – 9/2008
- Name and address of employer Mr. Michael S. Ferraro, The Olive Garden, Fords, New Jersey, 088 63 U.S.A.
- Main activities and responsibilities Summer Internship: in area of personal business administration, health care called home care/ office assistant.

EDUCATION AND TRAINING

- Dates (from – to) 2013 – canceled to date 01.11.2015 due to personal reasons
- Name and type of organization providing education and training **PhD: Paneuropean University, Faculty of Economics and Business,** Economics and Management of International Business, Bratislava, Slovakia
Dissertation Thesis: The Impact of Debt Crisis on the Economy of V4 Countries
Supervisor: Assoc. Prof. Juraj Sipko juraj.sipko@gmail.com
Head of Slovak Academy of Science
- Dates (from – to) 2014 - Course of Econometrics for EViews
- Name and type of organization providing education and training **University of Economics, in Bratislava**
References: Prof. Ivaničová
- Dates (from – to) Summer 2012
- Name and type of organization providing education and training **University of California, Berkeley, Haas School of Business, U.S.A.**
- References UGBA 120B - Advanced Accounting: Prof. Rasmussen
UGBA 127-5 - Fraud and Forensic Accounting: Prof. Berde; incredible performance!
- Dates (from – to) 2010 – 2012
- Name and type of organization providing education and training **Master's Degree: Paneuropean University, Faculty of Economics and Business,** Economics and Management of International Business, Bratislava, Slovakia
Thesis: Sovereign Wealth Funds and Their Impact on International Finance
Supervisor: Assoc. Prof. Juraj Sipko juraj.sipko@gmail.com
Head of Slovak Academy of Science
- Dates (from – to) 11/2011
- Name and type of organization providing education and training BPP Business Game: Big4Day; Co-operation with Deloitte, Ernst&Young, PWC, KPMG; Bratislava, Slovakia
- Dates (from – to) 2/2011 - 6/2011
- Name and type of organization providing education and training **Yasar University, Department of Master of Business Administration,** Faculty of Economics and Business Administration, Izmir, Turkey
- References Prof. Dr. Nuri Yildirim, nuri.yildirim@izmir.edu.tr
Head of Economics

• Dates (from – to) • Name and type of organization providing education and training	2007- 2010 Bachelor’s Degree: Catholic University in Ruzomberok, Faculty of Pedagogy, Management, Slovakia Thesis: Analysis of Microregion of Koskovce –Activation of Internal Resources Supervisor: Assoc. Prof. Ludmila Lysa
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• Dates (from – to) • Name and type of organization providing education and training	2003-2007 Grammar school saint Jana Zlatousteho, Humenne, Slovakia
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**PERSONAL SKILLS
AND COMPETENCIES**

MOTHER TONGUE	slovakian
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OTHER LANGUAGES

	English
• Certificate	Test of English Foreign Language - TOEFL, June 2012
• Reading skills	Very good
• Writing skills	Very good
• Verbal skills	Very good
	German
• Reading skills	Good
• Writing skills	Basic
• Verbal skills	Good
	French
• Reading skills	Basic
• Writing skills	Basic
• Verbal skills	Basic
	Spanish
• Reading skills	Basic
• Writing skills	Basic
• Verbal skills	Basic

SOCIAL SKILLS AND COMPETENCIES	Extremely organised person Good abilities for synthetic and global views over concrete situations Responsibility, Self-respect and Self-reliance Strong referential values of fairness, equity and dignity Ability to establish and maintain good working relations with people of different national and cultural backgrounds Ability to live and/or serve in hardship locations
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ORGANIZATIONAL SKILLS AND COMPETENCIES	Excellent time management Excellent leading teams and projects Excellent Presentation skills Good for work under pressure Good working overtime or extra hours Good in solving problems Good documenting projects, manuals and code Good in training other people
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TECHNICAL SKILLS
AND COMPETENCIES

Editing: Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Adobe Page
Maker
Databases: Microsoft Access
PC Operation Systems: Windows 2000, Windows XP, 7
Networking: Outlook Express, Microsoft Outlook
Economic software: Eviews, SAS

OTHER SKILLS
AND COMPETENCIES

Interests and Pastimes: Improving things, Traveling, Swimming-sport, Art,
History, Classic Music, Dance. In terms of public relations and public
marketing, IT skills I have created: www.antoniaficova.com

DRIVING LICENCE

slovakian B category

Hažín nad Cirochou, SR, EÚ, to date of June 30th, 2026



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