

EUROPEAN
CURRICULUM VITAE
FORMAT



PERSONAL INFORMATION

Name	DVOŘÁKOVÁ PETRA (ROZENÁ ŽELECHOVSKÁ)
Address	EDVARDA BENEŠE 873, 252 62 HOROMĚŘICE
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Nationality	Czech
Date of birth	22. 1. 1974

WORK EXPERIENCE

- Dates (from - to) January 2013 – to date
Name and address of employer Self-employed attorney with a general legal practice

- Dates (from - to) August 2003 – June 2006
Name and address of employer **ECE Projektmanagement Praha s.r.o.**
Národní 21,
110 00 Prague 1, Czech Republic
- Type of business or sector Development, planning, implementation and management of commercial centres
- Occupation or position held In-house lawyer
- Main activities and responsibilities
Legal consulting services in the field of real estate law (lease agreements, agreements on establishment of easements, purchase agreements, mortgage and pledge agreements, credit facility agreements, Real Estate Register proceedings) – co-operation with the development department
Legal consulting services in the field of administrative law and building law (building proceedings, occupancy permit proceedings, infrastructure development) – co-operation with the construction department
Legal consulting services in the field of corporate law (corporate changes, liquidation of companies, Commercial Register proceedings, reports on relations)
Legal consulting services in the field of labour law (in-house)
Preparation and drafting of other contracts, trademark documentation
Working languages: Czech, German, English

Development of the legal department

- Dates (from - to) December 2001 – July 2003
Name and address of **Havel & Holásek v.o.s., advokátní kancelář**

- employer Tým 641/4
110 00 Prague 1, Czech Republic
- Type of business or sector Law firm
 - Occupation or position held Junior lawyer
 - Main activities and responsibilities
 - Provision of legal consulting services to foreign clients in relation to their business activities in the Czech Republic (establishment of corporations and corporate changes)
 - Legal consulting services in the field of greenfield projects and real estate law
 - Labour law
 - Drafting of advisory letters and contracts
 - Working languages: Czech, English
- Dates (from - to) January 2000 – November 2001
- Name and address of employer **Giese & Partner v.o.s., attorneys-at-law**
Myslbek Palace
Ovocný trh 8
117 19 Prague 1, Czech Republic
- Type of business or sector Law firm
 - Occupation or position held Junior lawyer
 - Main activities and responsibilities
 - Provision of legal consulting services to banks in the area of providing loans to foreign investors
 - Collection of accounts receivable
 - Drafting of advisory letters, contracts and due diligence documentation
 - Working languages: Czech, German, English
- Dates (from - to) March 1997 – May 1998
- Name and address of employer **JUDr. Šárka Foltýnová & spol., attorneys-at-law**
Dlouhá 705/16
110 00 Prague 1, Czech Republic
- Type of business or sector Law firm
 - Occupation or position held Student internship
- Dates (from - to) September 1996
- Name and address of employer **Sozietät – Treuhand, Osnabrück, Germany**
- Type of business or sector Law firm
 - Occupation or position held Student internship

EDUCATION AND TRAINING

- Dates (from – to) May 2004
- Name and type of organisation providing **BAR EXAM WITH THE CZECH BAR ASSOCIATION, Prague, Czech Republic**

education and training

- Dates (from – to)
- Name and type of organisation providing education and training

June 2000

THE HAGUE ACADEMY OF INTERNATIONAL LAW, Hague, The Netherlands

- Dates (from – to)
- Name and type of organisation providing education and training

1994 – 2000

FACULTY OF LAW, CHARLES UNIVERSITY, Prague, Czech Republic

- Principal subjects / occupational skills covered

State exam:

- Roman law and the fundamentals of modern private law
- Czech and Slovak legal history
- Theory of law
- Civil law – procedural and substantive
- Commercial law
- Criminal law
- Constitutional law and theory of state systems
- Administrative law
- International public law
- Financial law

Master's thesis:

Legal regulations governing business activities carried out by foreigners in the territory of the Czech Republic

- Title of qualification awarded

Mgr.

- Dates (from – to)
- Name and type of organisation providing education and training

1998-1999

FACULTY OF LAW, PASSAU UNIVERSITY, Germany
EU ERASMUS (SOCRATES) PROGRAMME

- Principal subjects / occupational skills covered

Certificate of basic knowledge of the German law (written exam in the basic course of civil law, homework essay in the basic course of civil law, seminar in civil law and verbal exam)

Exam in contract drafting in practice

Exam in international public law

- Dates (from – to)
- Name and type of organisation providing education and training

August / September 1997

Czech-German Academy 1997 in Prague organised by the Studienstiftung des deutschen Volkes in Bonn in co-operation with the Academy of Science of the Czech Republic, Kerber-Stiftung in Hamburg and Deutscher Akademischer Austauschdienst in Bonn

- Principal subjects / occupational skills covered

Group of Czech and German law students

- Dates (from – to)
- Name and type of

1996 (6 months)

FACULTY OF LAW, OSNABRÜCK UNIVERSITY, Germany

organisation providing
education and training

- Principal subjects /
occupational skills covered

EU TEMPUS PROGRAMME

Exam in international private law
Exam in comparative law

**PERSONAL SKILLS AND
COMPETENCIES**

*Acquired in the course of
life and career but not
necessarily covered by
formal certificates and
diplomas*

MOTHER TONGUE

Czech

OTHER LANGUAGES

- Reading skills
- Writing skills
- Verbal skills

German

Excellent
Excellent
Excellent

- Reading skills
- Writing skills
- Verbal skills

English

Excellent
Excellent
Good

Italian, Spanish

Basic

SOCIAL SKILLS AND
COMPETENCIES

*Living and working with
other people, in
multicultural environments;
in positions where
communication is
important and situations
where teamwork is
essential (for example
culture and sports), etc.*

Communicative, pro-active approach, loyalty

ORGANIZATIONAL SKILLS
AND COMPETENCIES

*Coordination and
administration of people,
projects and budgets; at
work, in voluntary work for
example culture and sports)
and at home, etc.*

Experience with management of smaller legal projects, hard working,
logistics of a 5-member household

TECHNICAL SKILLS AND
COMPETENCIES

*With computers, specific
kinds of equipment,
machinery, etc.*

PC skills at user level, Microsoft Office, ASPI

DRIVING LICENCE(S)

Yes – passenger car