

# Resume- Milan

Milan

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## PROFILE

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I am a NZ resident who has lived and worked in NZ for over seven years. I am seeking a position where I can apply my specialised skills, technical workplace experience in:

- GIS.
- Administration.
- Project management.

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## SUMMARY OF KEY SKILLS

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- Over 12 years of practical experience in GIS using a range of current GIS packages.  
GIS practical skills in:
  - Asset management.
  - Project management.
  - Data integration.
  - Data modelling.
  - Spatial analysis.
  - GPS data collecting and processing.
  - Aerial and satellite data processing.
  - Graphic outputs.
  - Customer support.
- Experienced in AutoCAD and MicroStation.
- Skilled and experienced in use of Adobe products.

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## WORK HISTORY

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**Health&Safety Manager** - *Libor Ltd*, Christchurch, Nov 2008-Aug 2009.

- *Overseeing health and safety of employees at commercial construction sites.*
- *Invoicing, wages, general administration.*

**General Manager** - *Libor Ltd*, Christchurch, Nov 2007-Nov 2008.

- *Assisting the management of 40 employees.*
- *Invoicing, wages, project quotes, general administration.*

**GIS & Data Analyst** - *Christchurch City Council*, Christchurch, Apr-Nov 2007.

- *Geospatial data entry and data maintenance.*
- *Amalgamation of Banks Peninsula DC data into the CCC's GIS.*

**GIS Technician** - *Christchurch City Council*, Christchurch, Apr 2005-Apr 2007.

- *Maintenance and update of geospatial data in GIS and MS SQL environment.*
- *Hazard & land characteristics maps, maps of network infrastructure, assets maps, customer enquiry based maps, update and verification of land ownership.*
- *Update of LIM and PIM records.*

**Microstation Draftsman** - *Boffa Miskell Limited*, Christchurch, Mar 2004-Mar 2005.

- *Drafting large subdivision plans, landscape plans, golf courses, detailed construction drawings, cross-sections, 3D models.*
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**AutoCAD Draftsman, GIS/RSE Specialist and Survey Assistant - Bruce Alexander Surveyors,**  
Christchurch, Apr 2003-Mar 2004.

- *GPS topographical surveying.*
- *Preparing reports for CCC consents.*
- *Drafting contour, subdivision and scheme plans.*
- *RSE research.*

**GIS Specialist, Webmaster - GEPRO,** Prague, Czech Republic, Feb 1999-Feb 2003.

- *Project management and customer support for a fleet management system combining GPS/GSM/GIS technologies.*
- *Project management, technical and customer support for a navigational system designed for emergency services.*
- *GIS congress manager.*
- *Integration of various data into GIS applications.*
- *The creation and up-dating of User Manuals and their export into PDF, HTML, HLP formats.*
- *Computer graphic design, advertising and promotion of the company's products.*
- *Webmaster, Internet/Intranet programming (HTML, ASP, JScript, SQL).*

**Webmaster, Network Administrator (part-time during degree) - AiP Beroun,** Beroun, Czech Republic, Oct 1997-Jan 1999.

- *Internet programming and webmastering.*
- *Administration of MS and LINUX Networks.*
- *Digital image and database processing.*
- *Graphic design and multimedia CD-ROMs creation.*

**Graphic Designer (part-time during degree) - Oceania,** Prague, Czech Republic, Aug 1996-Sep 1997.

- *Computer graphic design and Desktop Publishing (Mac OS platforms).*

**GIS Operator (part-time during degree) - Help Service Mapping,** Prague, Czech Republic, Oct 1992-Mar 1996.

- *Digital mapping, aerial/satellite data processing, GIS testing.*

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## QUALIFICATIONS & ACHIEVEMENTS

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**Master's degree,** Charles University, Prague, Czech Republic, 1991-1998.

- **Majors - Cartography and Geographical Information Systems (GIS).**

**Geomedia Professional Certificate,** Christchurch, New Zealand, 2007.

**Comprehensive First Aid Certificate,** Christchurch, New Zealand, 2007.

**Supervisor Gold Card,** Site Safe, New Zealand, 2008.

**Leadership in Safety,** Site Safe, New Zealand, 2009.

- Multiple winner at Regional Competition in Fishing Casting Sports during 1987-92, member of the Junior Czech National Team.
  - Participation on increased product sales and several awards for "GIS application of the year" between 2000-2002.
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## ATTRIBUTES

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- Excellent communication and interpersonal skills, relates effectively and professionally with clients, managers and work colleagues.
- Fast learner, enjoys a challenge, friendly, efficient, responsible and hard-working.

**Multilingual:** English, Czech and Russian.

**Interests:** Technical and fundamental analysis of financial markets, digital photography, mountain-biking, tramping, fitness, scuba diving, travel.

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## REFERENCES

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Available on request.

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