

Curriculum Vitae Jakub Vokaty

Name Jakub Vokaty
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Birthday 12.04.1994, Pisek CZ
Nationality Swiss and Czech



Work Experience

02/2016 – 09/2018 **Student Assistant & IT Support, ES-HSG, St. Gallen, Switzerland**

- Setup and maintenance of a knowledge sharing platform for customers
- Support in preparing and assisting executive programs in the office and on site
- Research on prospective clients and support in the bidding process

11/2017 – 08/2018 **Data Analyst, HSG Alumni, St. Gallen, Switzerland**

- Analysis and preparation of data in Microsoft Dynamics CRM 2011
- Drawing up of reports and evaluations for decision-making support and streamlining internal processes
- Documentation of procedures and support with regards to IT concerns of the head office of HSG Alumni (procurement, support, etc.)

04/2017 – 11/2017 **Secretary General (Project Manager), SGMUN, St. Gallen, Switzerland**

- Project team leader and overall responsible for the conference of four days with a budget of around CHF 25'000 and 120 participants
- Further responsible for the IT infrastructure, establishing partnerships with other conferences and parts of the marketing campaign
- Achieved more than 95% participant satisfaction and built a foundation for future editions

11/2015 – 06/2017 **IT Evolution Team, SHSG, St. Gallen, Switzerland**

- Concept development for a new website, including the development of requirement specs sheet with requirements for our contractor with a project budget of 100'000+ CHF
- Close collaboration with our contractor and internal developer using the scrum method
- Concept development for our own inhouse server at the SHSG and the procurement of other IT hardware

04/2012 – 12/2012 **Call center Agent, Callpoint AG, Baden, Switzerland**

- Cold- und warm calls on behalf of a Swiss health insurer and several Swiss publications

Education

University of St. Gallen (2014-2019)

I am currently finishing my Bachelor of Arts in International Affairs at the University of St. Gallen. The BIA is an interdisciplinary oriented degree comprising of the many core subjects for which the University of St. Gallen is renowned for. Those are amongst others courses in Business

Administration, Micro- and Macroeconomics, Accounting or European Law.

BIA students have the opportunity to expand their knowledge throughout their studies with the help of electives in various areas. Some of my electives were Professional Project Management (IPMA D), Internet Economics, Philosophy and Economy.

Kantonsschule Baden (2010-2014)

I attended the gymnasium at Kantonsschule Baden for four years as part of the "English Immersion Program", where certain classes were held solely in English. During my first two years my focus subject was Humanitarian and Social Sciences (Geistes- und Sozialwissenschaften). Whereas during my last two years my specialized subject was Spanish. After four years I successfully completed my studies receiving a Bilingual Matura

Extracurricular Activities

Aktiver Teilnehmer an Model United Nations Konferenzen (2016-2018)

- Staff member at numerous conferences in and around Europe, including leading my own Teams of up to 15 members

Languages and Skills

Languages: German: C2
 English: C2
 Czech: Native

Software: MS Office: advanced skill
 Microsoft Dynamics CRM 2011: advanced skill
 Tableau Software: intermediate skill
 Experience with Linux (mainly Ubuntu) desktop- and server environment
 HTML and CSS: intermediate skills

Other Skills: Strong sales, communication, and teamwork skills

References

On request or at <https://jakubvokaty.com/#reference>.