

PERSONAL INFORMATION

Lukáš Pachta

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POSITION

Administrator; project manager; analyst

WORK EXPERIENCE

01/01/2015–Present

Accredited Parliamentary Assistant

European Parliament, Brussels (Belgium)

- advising to EPP MEP
- carrying-out legislative and parliamentary tasks
- preparing committee and plenary works
- drafting articles and speeches

01/05/2011–31/12/2014

Translator

European Commission and European Parliament, Luxembourg (Luxembourg)

- translating the Commission and Parliament documents and legislative texts from English/French into Czech
- proof reading of translations after external contractors

15/07/2010–30/04/2011

Import Compliance Officer

Honeywell International, Prague (Czech Republic)

- ensuring customs and tax rules compliance for HI sites in the UK and France
- managing trade master data
- carrying-out post-entry audits

15/07/2007–14/07/2010

Advisor to Member of European Parliament

Member's Office in Prague, Prague (Czech Republic)

- drafting reports, background notes, comments and press releases
- managing office and election campaign
- engaging with citizens/stakeholders/civil society

EDUCATION AND TRAINING

01/10/2005–14/07/2007

Master in European Studies

Sciences Po Paris (IEP), Paris (France)

- European studies
- political science and international relations
- law and economics

EQF level 7

01/10/2001–30/06/2005

BA in Area Studies

Faculty of Social Sciences, Charles University, Prague (Czech Republic)

- modern history
- historical geography
- political science and sociology

PERSONAL SKILLS

Mother tongue(s) Czech

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C2	C1	C1	C1
French	C2	C2	C2	C2	C2
Chinese	A2	B1	A2	B1	B1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills - good communication skills gained through my experience both in private and public sector

Organisational / managerial skills - excellent managerial skills gained through managing small teams (MEPs offices)
 - good organisation skills gained through organisation of various events (conferences and seminars) during my studies or my professional experience

Job-related skills - good mentoring skills (several times as tutor including in academia)
 - excellent analytical and presentation skills gained through studies at Sciences Po emphasising analytical work, writing and presentation

Digital competence

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Proficient user	Proficient user	Independent user	Independent user	Independent user

Digital competences - Self-assessment grid

- MS Office
- SAP
- CAT Tool for translators