**Adam Michael Sweet**

Namesti Svatopluka Cecha 1

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| **PROFESSIONAL EXPERIENCE** | **Dirty Dog Bar**, Prague, Czech Republic**Co-Owner/Manager**, July 2010 – July 2012* Responsible for overseeing daily operations including on-site shift management.
* Management of human resources, including hiring, training, and scheduling of employees.
* Creation and implementation of marketing strategies, including both traditional and social media marketing.
* Responsible for inventory, ordering, receiving of goods and maintaining supplier relationships.
* Management of financial records, including daily, weekly, and monthly receipts, cash management, and accounts payable.
* Customer service relations and maintaining of customer relationships.
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|  | **Caledonian School**, Prague, Czech Republic**ESL Teacher**, January 2007 – June 2010* Experience teaching English as a Second Language to a wide range of ages and levels, including children, business English, and Cambridge Exam preparation (CAE, FCE).
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|  | **Vector Marketing**, Walnut Creek, California, USA**Sales Associate**, June 2001 – August 2003* Kitchen supplies sales associate; sales lead generation, individual sales and service calls.
* Key Staff position; advise and assist other sales team members.
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|  | **Papa Murphy’s Take and Bake Pizza**, Alamo, California, USA**Assistant Manager**, October 1999 – May 2001* Shift leader and assistant manager; duties included ordering, employee management, daily receipts, and cash management.
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| **EDUCATION** | **California State University, Sacramento,** Sacramento, California, USA**BA History**, May 2006* President of the Progressive Students Union student group.
* Captain of the CSUS College Bowl team.
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|  **SKILLS** | * Direct Sales and Marketing.
* Customer Service.
* Inventory Management
 | * Basic Business Accounting.
* HR Management and Training.
* English Writing and Editing.
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| **CERTIFICATES** | * **Trinity TESOL Certification,** Prague Schools, Prague, CZ,

December 2006. Certification to teach English as a Foreign Language. |
| **ADDITIONAL SKILLS****REFERENCES** | * English – Native Speaker
* Czech – Reading and Writing: Upper-intermediate; Speaking: Intermediate.
* Microsoft Office; MS Word, Excel, Powerpoint.
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|  | * Available upon request.
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