



Europass Curriculum Vitae

Personal information

First name / surname

Mgr. Ing. Zdeněk Kadlec, dr. h. c., MBA

Address

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Nationality

Czech

Date of birth

25 May 1965

Work experience

Period

2008 to date

Job or office performed

Director of the Regional Authority of the Vysočina Region

Main job content and areas of responsibility

Comprehensive management of the public administration body, perform the office of HR manager in the organization, participate in managing the territorial system of public services provided by the public administration, participate in emergency and crisis management.

Name and address of the employer

The Regional Authority of the Vysočina Region

Vysočina Region, Žižkova 57, 587 33 Jihlava

Field of activity or sector

Public administration (state administration and territorial self-government)

Period

2007 – 2008

Job or office performed

Head of Department of the Secretariat of the President of the Region

Main job content and areas of responsibility

Managed one of the departments of the public administration body, provided services for the region's self-governing bodies (President of the Region, Regional Council, Regional Assembly), managed the organization's relationships with the public and external partners, participated in emergency and crisis management (security management).

Name and address of the employer

The Regional Authority of the Vysočina Region

Vysočina Region, Žižkova 57, 587 33 Jihlava

Field of activity or sector

Public administration (state administration and territorial self-government)

Period

2004 – 2007

Job or office performed

Director of the Facility Management Division

Main job content and areas of responsibility

Was a member of the company's top management, managed one of the production divisions focused on the operation and comprehensive management of real estate, provided technical services, smaller investments and metalworking, including the management of contracts, development projects, comprehensive management of company's fleet of vehicles.

Name and address of the employer

ROSS Holding s. r. o., Jihlavská 893, 580 01 Havlíčkův Brod

Field of activity or sector

Electrical installation, construction, metalworking, provision of technical services, operation and management of real estate, investment and development activities.

Period **2003 – 2004**
Job or office performed **Director of the regional branch**
Main job content and areas of responsibility Comprehensive management of a financial institution branch, HR management, sales management, participated in product creation, participated in marketing.
Name and address of the employer ČSOB Leasing, a. s., Roháčova 1148/63, 130 00 Prague 3
Field of activity or sector Financial services

Period **1999 – 2003**
Job or office performed **Director of the company**
Main job content and areas of responsibility Chief Executive Officer of the company, member of the company's statutory body, comprehensive responsibility for finances, sales, human resources, administration, accounting, taxes, marketing, etc.
Name and address of the employer Companies of the AUTO RACEK group
AUTO RACEK, Masarykova 757, 396 01 Humpolec
Field of activity or sector Sales and repair of vehicles, brand representation; marginally also textile production.

Period **1994 – 1999**
Job or office performed **Chairman of the District Authority**
Main job content and areas of responsibility Comprehensive management of the state administration body, performed the office of HR manager in the organization, managed the territorial system of public services, participated in emergency and crisis management.
Name and address of the employer The District Authority in Pelhřimov, Pražská 127, 393 01 Pelhřimov
Field of activity or sector State administration (territorial scope), managing allowance organizations (health care, social care, culture, security – fire protection).

Period **1991 – 1994**
Job or office performed **Deputy Mayor**
Main job content and areas of responsibility Acted as a released member of the Municipal Council in accordance with the Act on Municipalities, participated in the management of the town.
Name and address of the employer The Town of Humpolec, Horní náměstí 300, 396 22 Humpolec
Field of activity or sector Public administration

Period **1990**
Job or office performed **Head of the establishment**
Main job content and areas of responsibility Comprehensive management of an establishment of a district service company providing car repair and upholstery services.
Name and address of the employer District Service Enterprise in Pelhřimov, Příkopy 1754, 393 01 Pelhřimov
Field of activity or sector Car repair service, upholstery

Education, vocational education and training

Period	2016
Achieved qualifications	MBA
Main subjects / professional skills	Law and management
Name and type of the organization that provided the education, vocational education or course	The National Education Institute in Prague
Period	2009 – 2011
Achieved qualifications	Master's degree (Mgr.)
Main subjects / professional skills	Law, management, security management
Name and type of the organization that provided the education, vocational education or course	The Police Academy of the Czech Republic, Faculty of Security Management
Period	1994 – 1997
Achieved qualifications	Bachelor's degree (Bc.)
Main subjects / professional skills	Basic branches of law, administrative law, political science
Name and type of the organization that provided the education, vocational education or course	Masaryk University in Brno, Faculty of Law
Period	1990 – 1992
Achieved qualifications	Teaching of specialized engineering subjects
Main subjects / professional skills	Pedagogy, psychology, didactics
Name and type of the organization that provided the education, vocational education or course	Czech Technical University in Prague, The Masaryk Institute of Advanced Studies
Period	1983 – 1988
Achieved qualifications	Master of Science (Ing.)
Main subjects / professional skills	Specialized engineering subjects, mathematics, physics
Name and type of the organization that provided the education, vocational education or course	Czech Technical University in Prague, Faculty of Mechanical Engineering

Abilities, knowledge and skills

Native language

Czech

Other language skills

Self-assessment

English

German

Russian

	Comprehension		Speaking		Writing
	Listening	Reading	Verbal interaction	Independent verbal skills	Writing skills
English	advanced	advanced	advanced	advanced	advanced
German	beginner (the language is used only rarely)	pre-intermediate (the language is used only rarely)	beginner (the language is used only rarely)	beginner (the language is used only rarely)	pre-intermediate (the language is used only rarely)
Russian	pre-intermediate (the language has not been actively used for a long time)	pre-intermediate (the language has not been actively used for a long time)	pre-intermediate (the language has not been actively used for a long time)	pre-intermediate (the language has not been actively used for a long time)	pre-intermediate (the language has not been actively used for a long time)

Organizational abilities and skills

Organizing and managing working teams,
leading negotiations with collegiate bodies,
managing state and public administration bodies,
experience with managing a territorial system of public services provided by the public administration,
experience with performing the office of a member of both the top and middle management of business entities and with performing the office of a statutory body (statutory representative),
experience with human resources management,
experience with managing contracts (in terms of business, manufacturing, finance, administration and accounting),
conducting business negotiations, bargaining,
organizing and comprehensively administering fleet operations,
organizing social and sporting events and events for children and the youth,
experience with implementing an organization's strategic management,
experience in the field of risk management,
experience in the field of crisis management,
experience with auditing activities, controlling,
experience in the field of cybernetic security and personal data protection.

The aforementioned knowledge and skills were mostly obtained through formal education (vocational education) and while performing work activities (see above), as well as while engaging in hobbies and leisure activities.

Technical knowledge and skills

Experience with implementing quality management systems in organizations and ensuring their continuous fulfilment,
economic management of a business entity or its organizational unit,
public speaking, public relations,
knowledge from the field of investment activities and development projects,
knowledge of building construction and technology,
knowledge of building technical equipment, its installation and operation,
knowledge in the field of providing technical services for real estate, office complexes and production facilities, knowledge in the field of Facility Management,
knowledge of products for financing investments and other activities, knowledge of stock (financial leasing for transport equipment and machinery, operational leasing, consumer loans, other types of loans), knowledge in the field of financial markets,
experience from the field of sales of goods, commerce,
technical knowledge of design and operation of motor vehicles and selected other groups of machinery and equipment.

The aforementioned knowledge and skills were mostly obtained through formal education

(vocational education) and while performing work activities (see above), as well as while engaging in hobbies and leisure activities.

Other abilities, knowledge and skills

Have good command of personal computers (advanced user – MS Windows operating systems, MS Office programs, the Internet, email communication, working with data boxes; user – electronic signatures, common single- or multi-purpose SW applications, e.g. selected accounting programs and financial information systems, file services, selected graphic editors, SW for working with multimedia files, etc.).

Presentation skills, occasional lecturing activities in the Czech Republic and abroad, occasional expert publishing activities.

Driver's licence for driving all groups of road motor vehicles (including buses).

Manual skills.

Additional information

Attended a number of specialized courses, conferences and seminars, e.g.:

- professional competence test – crisis management and economic measures for crisis situations,
 - educational programme entitled Educating Heads of Authorities of Territorial Self-Governing Units and Their Organizations,
 - educational programme entitled Efficient Management of Territorial Self-Governing Units and Their Organizations,
 - Media Communications course,
 - course focused on administrative activities,
 - Educating Heads of Authorities course,
 - Motivating Employees seminar,
 - Team Cooperation course,
 - courses focused on business skills,
 - Time Management course,
 - Internal Management and Control course,
 - HR Management course,
- and others.

Membership in specialized organizations and bodies:

- The Security Council of the Vysočina Region,
- The Emergency Board of the Vysočina Region,
- The Flood Commission of the Vysočina Region,
- The Council for Economic and Social Agreement of the Vysočina Region,
- other specialized and working bodies and groups focused on the performance of public administration, in the past also served on municipal councils (the Municipal Council in Humpolec, the Municipal Council in Havlíčkův Brod) and advisory bodies (the municipal financial committee),
- bodies of Všeobecná zdravotní pojišťovna CR (in the past) including central (nationwide) ones,
- bodies of political parties (in the past),
- statutory and supervisory bodies of business companies (car sales and repair, textile production, heat production and distribution, sports activities – ice hockey club, all in the past).

Ambassador of the benevolent association called Fórum 50%.

Since 2008, have acted as the Chairman of the non-profit organization “ViZa – Charitable Fund“, also am one of the Fund’s founders. The Fund is a non-governmental non-profit organization established to support friendship and cooperation between the Vysočina Region (Czech Republic) and the Transcarpathian Region (The Republic of Ukraine) and, on a wider scale, between the Czech and Ukrainian nations. The ViZa – Charitable Fund is a legal Ukrainian entity. The Fund is very active and implements a number of both investment and non-investment cooperation projects each year.

On 6 April 2012, a diploma (in Ukrainian and Latin) bestowing the right to use the honorary title “doctor honoris causa“ was awarded by the Rector of Uzhgorod National University (Uzhgorod, The Republic of Ukraine) at a graduation ceremony; the decision to award the title was taken in 2011.

Volunteer blood donor (more than 90 standard donations).