



**SOPHIA
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**SOPHIA ESSENCE
EXECUTIVE**

**OV JOB
AGENCY
EXECUTIVE**

**HUMAN RESOURCE
MANAGER**

**PAYROLL
ACCOUNTANT
+ OUTSOURCING**

B2B - B2C

S&H MANAGER

**MARKETING
MANAGER**

LEADER

**PROJECTANT
WORK
GRAPHICS
INTERIER**

**HUMAN RESOURCE, TRAINING SKILLS, PAYROLL ACCOUNTING,
RECRUITMENT, SAFETY AND HEALTHY MNG, INTERNAL AUDIT,
LEADERSHIP, MANAGEMENT ESSENTIALS**

**HUMAN RESOURCE MANAGEMENT AND PERSONAL WORK
PERSONAL AGENCY - ESTABLISHMENT AND MANAGEMENT
MARKETING, COMMERCE, PREPARING EVENTS ON RACING CIRCUIT
PAYROLL ACCOUNTING AND PERSONNEL CONSULTANCY
TRAINING SKILLS AND SOFTSKILLS
SAFETY AND HEALTH MNG
MAINTENANCE AND FACILITY MANAGEMENT
BASIC OF MNG PROCESS, FINANCE AND BUDGET, STRATEGY MNG, INTERNAL AUDIT,
ISO ETC.**

EDUCATION CURRENTLY

**LIGS UNIVERSITY
PH.D. HUMAN RESOURCE MNG
ACADEMY OF LAW
CIVIL LAWYER - LAW AND LEGAL PRACTICE WITH SPECIALIZATION
LABOR LAW, CIVIL SUBSTANTIVE AND PROCEDURAL LAW**

EDUCATION COMPLETED

**UNIVERSITY - BUSINESS SCHOOL
LL.M. BUSINESS AND LAW
MBA COACHING, LEADERSHIP AND MENTORING
CHARLES UNIVERSITY - FACULTY OF ARTS/PHILOSOPHY
ANDRAGOGY AND PERSONAL MANAGEMENT - STATE EXAME
BUSINESS ACADEMY
ECONOMY AND ACCOUNTING - GRADUATION EXAM**

OVERVIEW

MANAGEMENT OF SMALLER COMPANY AT THE MIDDLE AND OPERATIONAL LEVEL,
BUSINESS MEETINGS, CONTRACTS, RESPONSIBILITY FOR LEGISLATIVE REQUIREMENTS,
MEDIA REPRESENTATION
IDENTITY OF COMPANY - ORGANIZATION, COMMUNICATION, CULTURE, GOALS
KNOWLEDGES OF **LABOR LAW, AGENCY EMPLOYMENT, BUSINESS LAW, S&H
MANAGEMENT**
LEADERSHIP AND MOTIVATION about 20 to 50 EMPLOYEES
PREPARATION OF **INTERNAL DIRECTIVES**, RULES, LABOR LAW DOCUMENTS
OPTIMIZATION OF **COMPANY COSTS**, COMPILATION AND COMPLIANCE WITH **BUDGET**
DRAWING **SUBSIDIES** FROM EMPLOYMENT SUPPORT AND EU PROJECTS
PC - MICROSOFT OFFICE, DATA CAD, SKETCH-UP FOR PROJECTANTS
GRAPHICS AND DESIGN WORKS - COREL DRAW GRAPHICS SUITE
ACCOUNT PROGRAMMES - TARGET 2100, POHODA PAMICA, EGJE, HELIOS
CRM, HCM, APP, PORTALS - ORACLE, TEMIO, PRACE.CZ ETC
SYSTEMS AND PLATFORMS - WINDOWS, MAC OS, TEAMS, ZOOM
PROCESSES AND IMPROVEMENT - ISO, KAIZEN, BAŤA SYSTEMS, LEAN MNG
DRIVING LICENSE - gr. B Sept 2007 ACTIVE DRIVER

LANGUAGES

ENGLISH - B1, PAYROLL AND LABOR LAW
CZECH, SLOVAK - FLUENT
ITALIAN, FRENCH - I'm starting with
RUSSIAN, UKRAINIAN, POLAND - UNDERSTANDING, BASIC COMMUNICATION

ACTIVITIES

DONATOR IN CULTUR AND SPORT EVENTS
EXHIBITIONS AND EVENTS - PREPARATION AND REPRESENTATION OF COMPANIES
2026 - TOUR DE FRANCE ALONE BY CAR - 6 700 km

MOTTO VAE VICTIS (*TITUS LIVIUS*)

CURRENTLY:

SOPHIA ESSENCE s. r. o. - executive
since 2023 - permanently
PAYROLL ACCOUNTANT in E.R.O.C. s. r. o.
PAYROLL ACCOUNTANT in BISTROX s. r. o.
since 5/2019 - permanently

PREVIOUS:

GENERAL MANAGER POPEYES - F&B - Quick Service Management
since 10/2025 - until 3/2026 (average 270 hours a month)
management and motivation of employees, management of entrusted funds and branch capital, purchase of resources depending on production volume, OHS and PO, professional training, maintenance of machines and equipment, own provision of repairs, responsibility for sales results, orders and stocking of goods, control of warehouse stocks.
Manual loading of up to 15 tons of goods every week, manual unloading, work in production up to 12 hours a day including weekends, enormous stress and responsibility, statistics and evaluations on a daily basis through the nights.

SEASONAL WORK IN CYPRUS - very good experience from abroad
5 - 9/2025

customer care in hotel complex in the Greek part of the island - responsibility for lobby, decoration and arrangement of spaces, communication with guests and creating a pleasant atmosphere, cultural entertainment, VIP bar, pool bar and cinema bar

PAYROLL ACCOUNTING + OUTSOURCING, EXTERNAL AUDIT

period 2017 - 2024, currently in 3 companies from 5/2019
volume of 1200 - 2000 employees in 12 to 20 companies
comprehensive payroll agenda and payroll calculation, communication with institutions, personnel and payroll audit, effective setup, process stabilization, simplification of forms, implementation of electronic agenda including annual tax settlement, digital document management and electronic communication, training for assistants and department heads in the personnel and payroll area, creation and implementation of projects, work on systems in companies using modern resources

HUMAN RESOURCE MANAGER 5 years - in an engineering company and two personnel agencies (1 own sharing) establishment and management of the agency, creating of internal documents and guidelines, economic management and invoicing, recruitment and assignment of employees, advertising, wage calculation, issuance of PPE, training in the field health and fire protection, processing of accidents, personal injury, property damage, claims handling, remuneration, motivation, work with the budget, benefits and training settings, preparation of documents for ISO

TECHNICAL MANAGER

2 years
maintenance of buildings, machinery and equipment, ensuring repairs, technical inspections, working with technical and construction documentation, drawings, energy readings, regular inspections, creating maintenance plans

MARKETING MANAGER, SALES REPRESENTATION

5 years in the areas of - racing circuit, media groups, companies with products
marketing representation, communication with business and press partners, management of advertising space, communication with authorities, preparation of printed materials, writing articles, company presentation, team management, up to 50 people, preparation of advertising, barter performance, active participation in exhibitions and fairs, offer of products and services, active sales

PRESS DEPARTMENT OFFICER

1.5 years - Ústí nad Labem Regional Authority, preparation of press articles, communication with journalists, media presentations, accompanying the governor at events, work with the administrative code, preparation of issuing decisions, providing information according to applicable laws

LEADER

5 years
in personnel agencies - indirectly (production workers, welders, auxiliary workers)
20 - 50 people on racing circuit (hostesses, auxiliary workers)