

TOMAS SASKO

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Motivated self-starter with psychological, social and technical knowledge. Interested in and a passionate for sustainability and environmental and human health. Fast, independent and active learner with endeavor to deepen knowledge and understanding continuously and on the job. Excellent written and verbal interpersonal, negotiation and communication skills developed through training and working experience in the field, on the phone and face to face. Delivering of customized information based on the target audience. I am committed and enthusiastic for public engagement, community involvement and information communication of all aspects regarding sustainability, health and environment.

SKILLS

- Strong language skills - German (Fluent); Slovak (Native); Czech (Fluent)
- Strong administrative skills and a willingness to undertake routine administrative tasks with high levels of accuracy and reliability, usage of database programs, data analysis and presentation
- Experience of updating and maintaining electronic information systems
- Excellent time management and organizational skills
- Ability to work flexibly and manage competing priorities
- Self motivation and initiative, ability to work well on my own or as part of a team
- Competent using Microsoft Office; Word, Excel and Outlook on a regular basis, Windows and OS X

WORK HISTORY

Jan 2013 to May 2013

Marketing internship

Global action plan environmental charity, London

- Using charity's behavior change techniques when communicating with public at events, talking about water and energy use and waste, ways to reduce consumption, to recycle more
- Assisting with creation of web pages, visual communications (infographics, flyers, posters, presentations) via inDesign, Photoshop, Piktochart, Gimp
- Assisting with social media activity (Twitter, Hootsuite, Facebook)
- Supporting relationships with the media, speaking to reporters and keeping track of media activity
- Identifying and monitoring key external events, awards and campaigns
- Liaising with external event organizers, exhibiting and attendance opportunities and logistics, helping to organize charity's events and conferences

Jan 2012 to Sep 2012

Support worker a young man with learning difficulties

Social services Islington, London

- Using descriptive praise, reflective listening, diary writing, keeping written records of all activities, budgeting, planning and scheduling of activities
- Mostly home based support, out in community, at sport and leisure
- Assistance and support with every day-to-day activities (washing, cleaning, cooking, recycling, going out, shopping, allotment maintenance)

Sep 2011 to Sep 2011

First line technical support agent

AXA, Plan-net, London

- Responding to email and IM requests
- Logging tickets to various IT departments depending on the users issue
- Setting up video and audio conferences
- Remote support of Outlook and WindowsXP

May 2008 to Oct 2008

First line support engineer

NBC Universal, London

- Support via email, phone and IM
- Configuring Outlook profiles, setting up and maintenance of users in Active directory, Blackberry support
- Remote Desktop support, using ticketing system to forward issues

Feb 2006 to Feb 2008

Technical support Specialist

Kingston Technology Limited, Sunbury on Thames

- PC and Server memory and storage support via phone and email

- Logging and ticketing technical issues (Siebel database)
- Support for RAM (DDR, DDR2, FBDIM modules) in desktop and server environment, Flash storage (CF, SD cards, USB storage media)
- Supporting x86 and Macintosh platforms

Sep 2003 to Jul 2005

First line desktop support technician

Dell Technology Bratislava, Slovakia

- Desktop hardware and software support (Win2000&WinXP, Office 2000, wireless hardware and network setup, printers, PDA's)
- Progress logging into Dell's database (Dellserv), using Dell tools (DSN – Dell solution network database)
- Analysis of team performance statistics gathered through company management systems and presentation of data (using Excel and PowerPoint)
- Keeping track of meetings taking minutes, presentation to the rest of the team

EDUCATION

Feb 2009 to Jul 2012

London Metropolitan University (London, United Kingdom)

- Bachelor of Science (2.1), Applied psychology
- Setup and led student society to screen activist movies, hold debates, talks and discussions about current social, environmental and political issues

Sep 2010 to Feb 2011

Maastricht university, Erasmus exchange (Maastricht, Holland)

- Exchange for one semester, experienced and studied in Problem based learning system, cooperative and student-led learning

Sep 1999 to May 2004

Economic University (Bratislava, Slovakia)

- General company management - exam qualified in finances, marketing, economics, accounting, German language

Sep 1995 to May 1999

Business College (Trencin, Slovakia)

Graduation (GCSE equivalent) in Slovak, English, Marketing, Accounting

Sep 1995 to May 1998

German language school (Trencin, Slovakia)

Advanced German language school, state exam

INTERESTS

Interest in IT and technology and how it can be used in promotion of sustainable behaviors (computers, mobile devices), books and movies on sustainability and environment, continued improvement of knowledge - attending lectures and debates on sustainability, social and political issues, going out into community and assisting with community projects (permaculture and local food production), traveling

REFERENCES

Upon request