|  |
| --- |
| Budapest, Mildenberger u. 1. H-1047 • +36 70 77 27 655 • reka.bak.hajos@gmail.com |
| **Réka Zita Bak-Hajós**  |
| **Career Objectives** |
| As a professional translator, my aim is to be precise, thorough, to keep deadlines and to create translations that are in compliance with the rules of the target language and the vocabulary of the given subject matter. Given my work experience with the development policy of the European Union and my degree in Economics, my field of specialisation is the translation of texts related to development policy, Economics and Finance. However, as in my previous jobs I was dealing with issues of human sciences (education, health care, social policy), I am willing to translate documents of these and of course I am open to other, new topics as well. I quit my job and decided to be engaged with my new profession because translation for me means being creative within boundaries, gaining knowledge and organising my own time.  | C:\Users\Réka\Pictures\Bled\Rékafej.jpg |
| Qualifications |
| 2016-2018  | Budapest Business School | **Social sciences and business translator and interpreter (English)**  |
| 2010-2011 | DFT Hungária Kft | **Public procurement desk officer**  |
| 2003  | University of Pécs | **Project manager** |
| 2001-2003 | University of Pécs | **MSc in Economics** |
| 1998-2001 | University of Pécs– Middlesex University | **BA in Business Administration** |
| *2000* | *Letterkenny Institute of Technology (Ireland) - Erasmus scholarship* |
| 1994-1998 | Apáczai Csere János Secondary School *Hungarian-English bilingual class* | **Leaving certificate** |

|  |
| --- |
| Employment History |
| June 2018- | Translator | **Sole proprietor*** presentations for employees of an international freight company (12 000 words, English - Hungarian)
* brochures of cryptocurrencies (40 000 words, English - Hungarian)
* newsletters on cryptoassets (1 000 words weekly, English - Hungarian)
* data sheets of IT equipment (5 000 words, English – Hungarian)
* operation manual of an auto register press (20 000 words, English – Hungarian)
* user manual of a chip separation station (5 000 words, English – Hungarian)
* part of a study on marketing (5 000 words, English – Hungarian)
* article on the shipping industry (2000 words, English – Hungarian)
* article on a sociological topic (1 000 words, Hungarian – English)
* contribution agreement (1 500 words, Hungarian – English)
 |
|  |  |  |
| Jan. 2014-May 2018  | Programme manager | **Ministry of Human Capacities*** keeping contact with EU institutions
* preparing, reflecting on and translating drafts of legal documents, calls for proposals, strategies and reports
* preparing and translating guidelines and presentations
* evaluating projects and checking payment claims
* monitoring and coordinating the implementation of projects
 |

|  |  |  |
| --- | --- | --- |
| July 2005-Dec.2013 | Project manager | **National Development Agency*** keeping contact with the institutions of the EEA and Norwegian Financial Mechanisms in Brussels
* preparing, reflecting on and translating drafts of legal documents, calls for proposals and reports
* preparing and translating guidelines and presentations
* monitoring and coordinating the implementation of projects
 |
|  |  |  |
| June 2004-May 2005 | Trainee | **Minister Responsible for EU Affairs*** preparing presentations and documents related to the meetings of the minister in Hungarian and English
* organising conferences
 |
|  |  |  |
| **Volunteer Experience** |
| Jan. 2016-Sept.2016 | Volunteer translator | **Hungarian Federation of People with Rare and Congenital Diseases*** translating disease descriptions (20 000 words, English – Hungarian)
 |
| **Languages** |
| * English language level C2
* German language level B1
 |
| **Computer literacy** |
| * SDL Trados Studio 2017
* MemoQ 8.2
* Lingo24
* Microsoft Office
 |
| **Other skills** |
| * Driving license (1997)
* Driving license for sailing boat and motor boat (2003)
 |
| **Strengths** |
| Punctuality, reliability, thoroughness, able to work under stress, organisational skills |
| **Interests** |
| * sailing, swimming
* travelling, hiking
* literature
 |