



**PROFESSION** Professional freelance translator and conference interpreter

**WORK EXPERIENCE**

2003 – present **Freelance translator and conference interpreter**

**Self-employed**

- Professional translator from/to Slovak, English, Hungarian languages and from Czech language with rich experience in business and legal field translations
- Conference simultaneous interpreter, interpreting at conferences, government meetings, political summits, official visits, business meetings
- Extensive experience in translating the former OTTO catalogue (online and hard copy version) focused mainly on clothing, footwear, cosmetics, household supplies etc.
- Translation and interpreting for Loreal – cosmetics, make-up, perfume etc.

**Main focus:** Business, law, economy, politics, finance, general.

2002 – 2003 **Office Manager**

**Hamon, s.r.o. - Consulting company**

Dealing with marketing and promotion issues, acquisition of new clients, taking care of existing clients (support for Account Manager), preparing presentations for the clients - also in English, translation of business proposals, projects and other highly specialised materials, interpreting at business meetings

2002 – 2002 **Junior Specialist – Legal Division Assistant**

**EuroTel Bratislava, a. s. Telecommunication company**

Managing the contracting agenda, preparing Board of Directors sessions and General Meeting, translating legal and business related materials, organising the Director's agenda, preparing presentations in English, dealing with business correspondence, arranging work and residence permits for the company's employees, co-operating with the Marketing Division

2001 – 2002 **Foreign Teachers' Support Office Manager**

**The Caledonian School**

Heading an office of 5 subordinates, responsible for relations with state institutions, arranging work and residence permits for foreign teachers, dealing with their housing, recruiting new employees, office administration, translations and interpreting at business meetings, participating in promotion and advertising activities

EDUCATION AND TRAINING

- 1996 – 2001 **Master’s Degree in Economics**  
University of Economics in Bratislava, Slovakia, Faculty of Commerce
  - Major: Commerce and Marketing
  
- 1992 – 1996 **General Certificate of Secondary Education**  
Private Commercial Academy in Dunajska Streda, Slovakia
  - Specialisation: Finance and Banking

PERSONAL SKILLS

Mother tongue(s) Hungarian and Slovak

| Other language(s)                           | UNDERSTANDING |         | SPEAKING           |                   | WRITING |
|---|---------------|---------|--------------------|-------------------|---------|
|   | Listening     | Reading | Spoken interaction | Spoken production |         |
| English                                     | C2            | C2      | C2                 | C2                | C2      |
| Cambridge University FCE, State examination |               |         |                    |                   |         |
| Czech                                       | C2            | C2      | B2                 | B2                | B2      |

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user  
Common European Framework of Reference for Languages

- Communication skills
  - good communication skills gained through my experience as an office manager, legal assistant as well as a professional interpreter
  
- Organisational / managerial skills
  - organisational and managerial skill gained through my experience as an office manager and legal assistant
- Job-related skills
  - good command of CAT tools required for translations (Trados, Memoq) as well as good computer literacy
  - rich experience in very demanding and highly confidential interpreting sessions
  
- Computer skills
  - good command of Microsoft Office™ tools, Adobe and OCR tools
  
- Other skills
  - teaching English language, accounting
  
- Driving licence
  - B

ADDITIONAL INFORMATION

## Translation Projects

**EGTC Pons Danubii** – translation of project documentation (Project MAFIS) – New financing tools and mechanisms of municipalities in the programming period of 2014-2020 – Translation into Hungarian and English languages, 75 pages, years 2013 and 2014

**Rába-Duna-Vág EGTC** – translation of project documentation (micro projects and SK-HU projects of cross-border cooperation regional projects) – Translation to Hungarian and English languages, 125 pages, years 2010-2014

**FUTURA Hungary Mosonmagyaróvár** – translation of project documentation for application for EU funds – building an interactive museum – translation into Slovak and English languages, 75 pages, years 2010-2014

**HBF Hungaricum Kft.** – translation of project documentation for SK-HU projects of cross-border cooperation (EU funds – programming period of 2007 – 2013), 150 pages, year 2012

**Váti Kht. Fertő-Hanság – regional development project** (environment protection) – translation of project documentation into Slovak and English languages (application for EU funds – programming period of 2007 – 2013), 55 pages, year 2011

**Translation of project labels** for TESCO products, translation from/to Slovak Czech, Hungarian and English languages, 92 pages, year 2013

**Ister-Granum EGTC – Building and Development of Business and Logistic Zone** – translation of project documentation to Slovak and English languages (application for EU funds – programming period of 2014 – 2020), 45 pages, year 2014

**SKODA Czech Republic** Translation of operation and user manual CZ-HU 100+ pages

**NISSAN** Translation of operation and user handbooks EN-HU, EN-SK 100+ pages

**Project of cross-border cooperation between Hungary and Slovakia** – employment service, building a JOB Portal for the job applicants and also for potential employers – project documentation, implementation documentation, project description, translation from/to Slovak, Hungarian, and English languages in different combinations, 67 pages, year 2014

**Case study** of reconstructing and extension of the oil pipeline Družba – project documentation and related documents, translation from HU to SK, 56 pages, year 2014

**Translation of investigation file** of cross-border investigation for the Police Forces of the Slovak Republic, translation from/to Slovak and Hungarian languages, 65 pages, year 2014

**Translation of specialised automobile industry documentations for Volkswagen and Audi**, 125 pages, year 2015

**Translation of transfer pricing document from Slovak into English**, Allianz Group – insurance, 122 pages, 2019

Translation, editing and revision of EU documents for the European Commission on-going assignment since 2020

## Interpreting

Meeting of the Speakers of the Parliaments of the V4 countries

Meeting of the Committees for European Matters of the V4 Countries

Accompanying the Minister of Foreign Affairs during his official visit in Hungary

Mixed Committee Hu-Sk for the Matters of National Minorities

Centropre Conference – Tourism

REACH Conference

Interpreting and translations for Volkswagen Slovakia since 2015 (EN-HU-SK)

Interpreting and translation for Audi Hungary 2015-2016 (EN-HU-SK)

Interpreting for the minister during the official visit of the Hungarian minister in Slovakia

Conference of the organisation Centire – projects of cross-border cooperation

Interpreting for the President of the SR

Interpreting and translations for the Government of the SR an in-house interpreter and translator

## Memberships

Member of SAPT (Slovak Association of Translators and Interpreters) in Slovakia