

EUROPEAN
CURRICULUM VITAE
FORMAT



PERSONAL INFORMATION

Name **JUSZEL, BÉLA**
Address **H-2120 Dunakeszi, ISKOLA SÉTÁNY 1., Hungary**
Telephone **++(36-27) 546-995**
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E-mail **monteverde@axelero.hu**

Nationality **Hungarian**
Date of birth **5 NOVEMBER 1968**

WORK EXPERIENCE

- Dates (from – to) 2003–NOW
• Name and address of employer Monteverde Bt. H-2120 Dunakeszi, Kápolna u. 17.
• Type of business or sector translation agency
• Occupation or position held owner, manager, coordinator, proofreader, translator
• Main activities and responsibilities Responsible for running the company, as well as for assigning, checking and editing translations.

- Dates (from – to) 2002–2003
• Name and address of employer WhoEurope Publishing Co. H-1063 Budapest, Teréz körút 28.
• Type of business or sector Publishing company
• Occupation or position held Coordinator, proofreader
• Main activities and responsibilities Responsible for the quality of English translations in the encyclopedic edition Who's Who in Europe, arranging for translations, setting up the translation team, and for proofreading and editing translations.

- Dates (from – to) 2001–2002
• Name and address of employer Multi-Data Kft. H-1123 Budapest, Kékgolyó u. 10.
• Type of business or sector Translation agency
• Occupation or position held Translator, proofreader and project manager
• Main activities and responsibilities Responsible for quality control in English-language translations.

- Dates (from – to) 1994–2001
• Name and address of employer Freelance translator
• Type of business or sector private
• Occupation or position held Technical translator
• Main activities and responsibilities Translating and proofreading

- Dates (from – to) 1993–1994
• Name and address of employer International Relations Directorate of the Hungarian National Defense Forces
• Type of business or sector Public sector
• Occupation or position held Interpreter and technical translator
• Main activities and responsibilities Interpreting, translating and accompanying foreign military delegations

- Dates (from – to)
- Name and address of employer
 - Type of business or sector
 - Occupation or position held
- Main activities and responsibilities

1989–1990
 Embassy of the Republic of Hungary, London
 Public sector
 Visa officer
 Controlling visa applications, issuing visas, correspondence and administration.

EDUCATION AND TRAINING

- Dates (from – to)
- Name and type of organisation providing education and training
- Principal subjects/occupational skills covered
 - Title of qualification awarded
 - Level in national classification (if appropriate)

1994
 Loránd Eötvös University of Sciences
 Technical translation
 Qualifications in Hungarian-English and English-Hungarian technical translation tertiary

- Dates (from – to)
- Name and type of organisation providing education and training
- Principal subjects/occupational skills covered
 - Title of qualification awarded
 - Level in national classification (if appropriate)

1990-1993
 Loránd Eötvös University of Sciences, Faculty of Arts, Budapest
 Teaching practice, pedagogy, linguistics, literature and grammar
 English teacher
 tertiary

- Dates (from – to)
- Name and type of organisation providing education and training
- Principal subjects/occupational skills covered
 - Title of qualification awarded
 - Level in national classification (if appropriate)

1989-1990
 London University, School of African and Asian Studies, United Kingdom
 Asian art and archaeology
 Successful completion of two semesters
 tertiary

PERSONAL SKILLS AND COMPETENCES

Acquired in the course of life and career but not necessarily covered by formal certificates and diplomas.

MOTHER TONGUE

HUNGARIAN

OTHER LANGUAGES

- Reading skills
- Writing skills
- Verbal skills

ENGLISH
 EXCELLENT
 EXCELLENT
 EXCELLENT

- Reading skills
- Writing skills
- Verbal skills

SPANISH
 AVERAGE
 AVERAGE
 AVERAGE

**SOCIAL SKILLS
AND COMPETENCES**

Living and working with other people, in multicultural environments, in positions where communication is important and situations where teamwork is essential (for example culture and sports), etc.

Makes acquaintances easily, open and is willing to work in a team.
Spent much of his youth abroad, in other cultures, therefore, he adapts and communicates well.

**ORGANISATIONAL SKILLS
AND COMPETENCES**

Coordination and administration of people, projects and budgets; at work, in voluntary work (for example culture and sports) and at home, etc.

As a coordinator, he maintained contact with many people at work.

**TECHNICAL SKILLS
AND COMPETENCES**

With computers, specific kinds of equipment, machinery, etc.

He is quite familiar with the computer, in terms of both hardware and software, and easily learns to work new programs.
Skilled in using software such as Microsoft Windows XP, Office XP, Trados, Adobe Photoshop, etc.
Interested in high fidelity equipment, collects CDs and enjoys analog and digital photography.

**ARTISTIC SKILLS
AND COMPETENCES**

Music, writing, design, etc.

Photographer, his work has been exhibited a number of times

**OTHER SKILLS
AND COMPETENCES**

Competences not mentioned above.

Has been studying entomology for some 30 years and is a member of the Hungarian Entomological Society.

DRIVING LICENCE(S)

Driving license

ADDITIONAL INFORMATION

Contact persons: Ferenc BOROS, Multi-Data Kft. H-1123 Budapest, Kékgolyó u. 10.
András KERESZTY, WhoEurope Publishing H-1063 Budapest, Teréz körút 28.

ANNEXES

[List any attached annexes.]