

## Europass Curriculum Vitae



### Personal information

First name(s) / Surname(s) **Balázs GORKA**

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Nationality Hungarian

Date of birth 27.09.1979

Gender Male

### Occupational field **OFFICIAL FREELANCE TRANSLATOR**

### Work experience

Dates	January 2006 onwards
Occupation or position held	Full-time freelance translator
Main activities and responsibilities	<p>Translation and proofreading of</p> <ul style="list-style-type: none"> <li>-Technical projects, specifications, users' manuals, web sites, questionnaires, surveys (Nokia, Dell, Daikin Air Conditioning, Honeywell, Vaillant, Ariston, Electrolux, Danfoss, Ingersoll, Ritter Sport, Sonda Ipsos, Caterpillar, Tamrock, Cadillac, Kubota, BMW, KIA, Sandvik, Bostitch, Dräger medical, W&amp;H, Merck, Covance, GE Healthcare, MED-EL, ATG, Sentinel HP, Brother, Canon, Lenovo, Panasonic, Xbox, Regus, Skyscanner, Sportingbet, Scavolini etc.),</li> <li>-EU projects, EU brochures,</li> <li>-Subtitling (Hollywood movies [&gt;400], commentaries, documentaries, TV series, trailers) timing, editing, rematching, creating overlayed or burnt-in subtitles,</li> <li>+Coding, connotation checks, other creative jobs</li> </ul>
Name and address of employer	Balázs Gorka, Szabó Ilonka u. 63/C, 1015, Budapest, Hungary
Type of business or sector	Translation
Dates	September 2006–October 2008
Occupation or position held	Content Manager
Main activities and responsibilities	Keeping the help file of the computer assisted translation tool (memoQ) updated, translation and content management
Name and address of employer	Kilgray Ltd., Béke srt. 72., 5700, Gyula, Hungary ( <a href="http://www.kilgray.com">www.kilgray.com</a> )
Type of business or sector	CAT translation tool provider, informatics
Dates	October 2003–January 2006
Occupation or position held	Controlling and Investment Relationship Manager
Main activities and responsibilities	Keeping in contact with investors, keeping the data in relation with the public limited company updated, organising general meetings, creating reports and statistical background materials
Name and address of employer	Globus Plc., Maglódi út 47., 1106, Budapest, Hungary ( <a href="http://www.globus.hu">www.globus.hu</a> )
Type of business or sector	Food industry

## Education and training

Dates	1998–2003
Title of qualification awarded	Certified Food Engineer (Master of Science)
Principal subjects/occupational skills covered	Management and Process Engineering
Name and type of organisation providing education and training	Szent István University, Budapest, Hungary
Level in national or international classification	ISCED 5
Dates	2000–2003
Title of qualification awarded	Certified Specialist Translator
Name and type of organisation providing education and training	Szent István University, Budapest, Hungary
Dates	2002–2003
Title of qualification awarded	European Scholarship for Public Administration
Principal subjects/occupational skills covered	EU supplementary studies, professional seminars, language and communication training, public administration extension training
Name and type of organisation providing education and training	Tempus, Budapest, Hungary

## Personal skills and competences

Mother tongue(s) **Hungarian**

Other language(s)

Self-assessment

*European level (\*)*

**English**

**Italian**

**German**

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C2	Proficient user	C2	Proficient user	C1	Proficient user	C1	Proficient user	C1	Proficient user
C1	Proficient user	C2	Proficient user	B2	Independent user	B2	Independent user	B2	Independent user
B2	Independent user	B2	Independent user	B1	Independent user	B1	Independent user	B1	Independent user

(\*) *Common European Framework of Reference for Languages*

Organisational skills and competences

At Globus Plc. I took part in organising general meetings. At Kilgray Ltd. I organised the documentation system. As a freelance translator I organise translation workflow, including outsourcing, troubleshooting etc.

Technical skills and competences

Good command in process engineering processes acquired at the university and in practice (Dreher Plc.)

Computer skills and competences

Professional user of MS Word 2019, Excel 2019, Power Point 2019, Internet, Adobe Acrobat, InDesign, PowerDirector, Subtitle Edit  
Professional user of the following CAT tools: **Trados 2011 Studio, Trados 2007, memoQ 9.12, Transit XV, Passolo 2011, Catalyst 10.0, Wordfast 2.2, Memsource, XTM, Wordbee, Ascribe, Codeit, XTM, XTRF, MemSource, SmartCAT, MateCat**

Driving licence

Category B

## Annexes

Diploma (No. 71/2003)

Certificate in English-Hungarian Specialist Translation (No. 34/2003)