



Europass Curriculum Vitae



Personal information

First name(s) / Surname(s) **Zsófia SZIJJÁRTÓ**
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Nationality Hungarian
Date of birth 31.05.1980
Gender Female

Occupational field **CERTIFIED EU TRANSLATOR**

Work experience

Dates	October 2005 onwards
Occupation or position held	Certified EU Translator
Main activities and responsibilities	Translation, proofreading and verbatim coding (questionnaires, legal documents, EU materials, marketing, medical, open-ended questions, subtitling, transcription, transcreation etc.)
Type of business or sector	Translation
Dates	2003–2013
Occupation or position held	Translator
Main activities and responsibilities	Translation, proofreading
Name and address of employer	Inventio Consulting Ltd., Utas u. 14., 1025, Budapest, Hungary (www.inventio.hu)
Type of business or sector	Translation
Dates	2002
Occupation or position held	Trainee
Main activities and responsibilities	Organisation of protocol events
Name and address of employer	Hungarian Ministry of Foreign Affairs / Protocol Department, EU Sectoral and Trade Policy Department, Bem rkp. 47., 1027, Budapest, Hungary (www.kulugyminiszterium.hu)
Type of business or sector	Foreign policies
Dates	2001–2002
Occupation or position held	Tour Operator – Trainee
Main activities and responsibilities	Organisation of tours in Hungary, mainly for foreign travel agencies
Name and address of employer	Contact Tours Ltd., Aladár u. 17., 1016, Budapest, Hungary (www.contacttours.hu)
Type of business or sector	Travel and tourism

Education and training

Dates	2005–2006
Title of qualification awarded	Master of EU Translation
Name and type of organisation providing education and training	Eötvös Loránd University, Budapest, Hungary
Dates	2000–2003
Title of qualification awarded	Bachelor Of Science In Tourism and Hotel Management
Principal subjects/occupational skills covered	Tourism and Hotel Management
Name and type of organisation providing education and training	Budapest Business School, Budapest, Hungary
Level in national or international classification	ISCED 5
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 trainings, public administration trainings
Name and type of organisation providing education and training	Tempus, Budapest, Hungary
Dates	1994–1999
Title of qualification awarded	High-School Diploma
Name and type of organisation providing education and training	Österreichische Schule Budapest, Hungary
Level in national or international classification	ISCED 3

Personal skills and competences

Mother tongue(s) **Hungarian**

Other language(s)

Self-assessment
European level ()*

English

French

German

Italian

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

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

Computer skills and competences

Professional user of MS Word 2013, Excel 2013, Power Point 2013, Internet, Adobe Acrobat, PowerDirector, Subtitle Edit
Professional user of the following CAT tools: **Trados 2011 Studio, Trados 2007, memoQ 10, Transit XV, Passolo 2011, Catalyst 10.0, Wordfast 2.2, Memsource, XTM, Wordbee, Ascribe, Codeit, XTM, XTRF, MemSource, SmartCAT, MateCat**

Annexes

Diploma (No. THM-45/2003.A)
Certificate in EU Translation (No. 505/2006)
High-School Diploma (No. 12)