



## Curriculum Vitae

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I have been a freelance translator since 2007—a qualified translator since 2009—but English had always been my second working language since my graduation, and translation or supervising translation had always been part of my job in every organization I worked for. In an academic environment, reliability and excellent Hungarian language competence have always been important requirements.

### **Major pieces of translations (including review and proofreading):**

#### **Translation, checking and editing from English into Hungarian:**

- Market research reports, questionnaires (see above)
- Marketing and PR (questionnaires, leaflets, newsletters)
- Companies' internal and external website
- HR-related texts (training materials, manuals, questionnaires, leaflets, rules and regulations; sales training, employee satisfaction, etc.)
- Business and Management (health and safety at work, tourism, etc.)
- Education (training materials, manuals, course descriptions, etc.)
- User manuals (various household appliances, television)

#### **Post editing (light and full, from English into Hungarian):**

- Product descriptions (Google Play)
- Training courses and materials (web-based)

#### **Translation from Hungarian into English:**

- Market research reports, questionnaires (retailing, FMCG, telecommunication, health care, farming, cooking, smoking, banking)
- PhD Dissertations: financial socialization among young adults, community-based health care delivery

## Education and qualification

2008—2009	Corvinus University of Budapest MA in Translation and Interpreting in Social Sciences and Economics
1984—86	Marx Károly University of Economic Sciences (predecessor of Corvinus University of Budapest) doctoral degree, summa cum laude Marketing Management in Tourism
1969—73	Marx Károly University of Economic Sciences MA in Economics, major: marketing, minor: tourism

## Other major training programmes

1999—2000	OD Consultant Course (Concordia Organisational and Management Development Ltd.)
2000—2001	Trainer Development Course (SYNALORG Ltd.)

## Short training programmes

Correct usage of Hungarian language (2014, 2015)—Language Bistro, ELTE  
Hungarian language reviewer workshop (2014)—Language Bistro, ELTE  
memoQ training course (2009, 2012, 2014, 2016)

## Employment/experience

2007—currently	Freelance translator in Social Sciences and Economics (language pairs: English-Hungarian/Hungarian-English) Main translation fields: <ul style="list-style-type: none"><li>• market research, marketing, PR, etc.</li><li>• HR: sales training, employee satisfaction, health and safety at work</li><li>• business and management.</li><li>• social sciences, education,</li><li>• household issues such as household appliances</li><li>• tourism</li><li>• websites</li><li>• certificates, degrees</li></ul>
2001—2007	Budapest School of Management (management training institution of Corvinus University of Budapest) <i>Post Graduate Programme Director</i> Responsible for the management and administration of MBA programmes, and other post graduate courses

	<p><i>Coordinator</i></p> <p>Responsible for interfaculty coordination of different academic issues such as admission procedures and international accreditation</p>
1995—2000	<p>SZÁMALK Open Business School, Budapest</p> <p><i>Academic director</i></p> <p>Responsible for the local management and administration of the CM, DMS and MBA programmes of the Buckinghamshire Chilterns, University College (today: Buckinghamshire New University)</p> <p>Additionally responsible for introducing the CM and DMS programmes in Hungarian including print-ready translation of four of the nine manuals.</p>
1983—1994	<p>College for Commerce, Catering and Tourism, Budapest</p> <p><i>Senior lecturer of Tourism and Marketing</i></p> <p>Beyond regular teaching activities local coordinator of the Train-the-Trainer Dutch project (partner institution: Nationale Hogeschool voor Toerisme en Verkeer, Breda), college coordinator of the TEMPUS programme, participant in a Know How Fund project</p> <p>Editor of Tourism Quarterly (Hungarian)</p>
1973—1983	<p>IBUSZ Rt, Budapest (the largest tour operator and travel agent at that time)</p> <p><i>Market researcher</i></p>

## **Skills**

- Fluent in English (Cambridge Certificate of Proficiency in English, 1998), some knowledge of German
- Competent user of standard Microsoft Office programs (Word, Excel, Power Point)
- Competent user of memoQ (own licence, always the latest version)
- Other CAT tools: XTM, Coach, Smartling, Polyglott

## **Interests**

- English language, reading both English/American and Hungarian literature, cooking, travel, tennis (watching)