

● WORK EXPERIENCE

10/2020 – CURRENT

MULTILINGUAL PROJECT MANAGER – MULTILINGUAL VIRTUAL MIRACLE

I managed projects in multiple languages related to translation, localization, customer/competitor research, social media management, e-commerce localization, e-book publishing, multilingual advertising, marketing, software testing, transcription, subtitling and design.

05/2019 – 05/2020

TRANSLATOR – ONE HOUR TRANSLATION

I translate phrases and social media posts from Nordic languages to English

09/2012 – 03/2014

TRANSLATION AGENCY MANAGER – FREELANCE

I grew, my freelance business as much that I ended up being a Translator agency. I managed two dozen people in different languages. We did subtitles, translation, writing editing, proofreading, transcribing.

Our biggest project was creating 22 user manuals for the household appliances including page design, translation to 14 languages and mechanical drawings

Second biggest project was subtitling and translating 150 old (black and white) European films.

07/2008 – CURRENT

VIRTUAL ASSISTANT – FREELANCER

Languages I specialize in English, Hungarian, Scandinavian languages, Italian, German, Spanish, and French.

Tasks I most often perform:

- Creating and Managing listings
- Promoting sales on social media
- Editing promotional material
- Writing SEO-friendly product descriptions
- Managing store inventory
- Order processing
- Customer support
- Handling returns and exchanges
- e-book promotion
- Inbox and file management
- Data entry
- Calendar organization
- Appointment setting
- Answering support tickets
- Travel booking
- Basic bookkeeping
- Creating forms and templates
- Research
- Google Suite organization
- Landing and sales pages
- Setting up payment processing
- Email marketing
- Funnel design and implementation
- SEO
- Keyword research
- Networking
- Researching guest blog/podcast opportunities
- Paid advertising
- Social Media ads and analytics posts and templates
- Blog covers
- Workbooks
- Webinar design

- Content creation
- Logos
- Branding boards
- Promotional material
- Photo editing
- Creating slideshows/webinar content
- eBooks and PDFs
- Setting up tools
- Email newsletter set-up/maintenance/automation
- Content formatting
- Creating and monitoring automations
- Course creation
- Troubleshooting tech hiccups
- Monitoring Google Analytics
- Pinterest, Facebook, LinkedIn Management
- Creating social media accounts
- Researching, creating, writing, editing, scheduling social media posts
- Measuring analytics and performance reports
- Growing social media followings
- Community moderation and engagement
- Chatbot creation and management
- Creating and managing ad campaigns
- Designing templates for posts/pins/stories
- Tracking post metrics
- Writing blog posts, books, Letter, CV, newsletters, website and sales page
- Uploading blogs to websites
- Formatting, editing, proofreading, translating
- Blog comment maintenance and moderation
- Project management
- Event planning
- Business strategy
- Brainstorming sessions
- Video editing
- Webinar setup
- Video tutorials
- Creating and managing live events
- Hiring and training other VAs
- Giveaway management
- Budgeting

● EDUCATION AND TRAINING

2007 – 2009

ENGINEER – Faculty of Engineering and Information Technology -University of Pécs

2017 – 2017

LINGUISTICS – Leiden University

● LANGUAGE SKILLS

Mother tongue(s): HUNGARIAN

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C2	C2	C1	C1	C2
NORWEGIAN	C1	C1	B2	B2	B1
SWEDISH	B2	B2	B1	B1	A2
DANISH	B2	B2	B1	B1	A2
GERMAN	A2	B2	A1	A1	B1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● DIGITAL SKILLS

Microsoft Office | Social Media | Zoom | Google Drive | LinkedIn | Skype | Team-work oriented | Written and Verbal skills | Google Docs | Facebook | Motivated | Power Point | Presenting | Good listener and communicator | Organizational and planning skills | Internet user | Analytical skills | Gmail | Strategic Planning | Creativity | Decision-making | Responsibility | Research and analytical skills | Reliability | Detail-Oriented | Flexibility | Excellent writing and verbal communication skills | Good time management | Cross cultural skills | Problem-solving | Ability to Work Under Pressure | Good Communication | leadership | Excellent organizational planning and solving problems in short time | Good at being proactive and efficient in high stress situations | Efficient multi-tasking | flexible | Presentation and negotiation skills | Communications | Active listening | positive thinking | Project management | curious | integrity | Word | Friendly | innovative | Microsoft PowerPoint | Teamwork | Windows 10 | E-mail use | Research | Critical thinking | Excellent research skills | highly intellectual but continuously improving | Youtube | Very good at systemizing my work | Strong Computer Skills | Direct contact with business customers | communicating | Customer Service | Quick Learner and adaptable to new exposures and experiences | Microsoft Office (Word Excel PowerPoint Outlook) | Cultural self-awareness to improve personal effectiveness and human relations | Data analysis | Open and respectfull towards others | Ability to communicate motivates inspire and build trust among colleagues and collaborators | Respect and good atmosphere in teamwork | Creativity and problem solving | Self Motivation | Self-Discipline | hardworking | The ability to comprehend understand and profit from experience | Respect the importance of confidentiality as will be dealing with employee and personal details | Self control | Highly adaptable | resilient | Ability to create plan for and achieve personal and professional goals | Excellent Interpersonal Skills | Social Media (Facebook Instagram Twitter Tik Tok Instagram YouTube Pinterest) | Ongoing Lifelong independent learner | Ability to learn foreign languages | Commitment to the tasks entrusted | Quick learner | Highly adaptable in fast-paced environments | Respectfull | Ability ot give constructive suggestions | Highly organised and able to manage heavy work load and conflicting tasking | Emphatic | Results Oriented | Working in International Environment | organizational skills | Willingness to improve personal skills in new technologies | gmail | MS Office (Word Excel PowerPoint) | Customer-oriented approach | Social media management | Self-initiated positively oriented determined and responsive | Content writing