

PROFESSIONAL QUALIFICATIONS

- ★ Seventeen years experience as a proofreader of business, technical, and academic writing. Skilful, resourceful editor.
- ★ Exceptional oral and written communicative abilities in both English and Hungarian.
- ★ Proficient in academic, technical and business writing.
- ★ Proficient in HTML.
- ★ Technically adept—proficient in the use of many software platforms including MS Word, Excel, Powerpoint, Front Page, Multimedia Toolbook 6.1 courseware authoring program and Photoshop.
- ★ Familiar with both on-line and paper publishing processes.
- ★ Well-organized, resourceful and adaptable with a wide range of skills

PROFESSIONAL EXPERIENCE**Language Editor on a freelance basis** **1992 - present**

- **Will work independently to execute quickly and effectively any demanding proofreading or editing task professionally and on deadline.** Proofread and capably corrected hundreds of documents, including **contracts**, lab reports, books, annual reports, press releases, articles, invitations, executive correspondence, curriculum vitae, menus, **advertisements, brochures**, web pages and newsletters for such clients as **Microsoft Magyarország**, Oracle Magyarország, Budapest Airport Authority, Budapest Water Company, **UNESCO**, ENCOMPASS (Mindentudás Egyeteme), TAP Pharmaceutical Products Inc. and many others.

Senior Language Editor—Hungarian Center for Foreign Languages **1992 - 2005**

- **Will use creativity and initiative to solve problems; will take on responsibility proactively.** Composed and **edited** entire English language output of the Center, including **communications, translations, examinations, press releases and official correspondence in English**. Designed, wrote and **edited web content**. Headed taskforce that redesigned the Hungarian National English Language Examination. Designed **oral examinations methodology and materials** for English language proficiency as part of Hungary's national English language testing program. Devised and implemented **composition and TEFL curricula**. Assisted in the **language school accreditation process**. Helped hundreds of advanced learners to a better understanding of English **composition, grammar and fluency**.

Business English Program Coordinator—Hungarian Telecom **1994 to 1999**

- **Will confidently handle English for Special Purposes.** Designed and implemented all facets of a **language acquisition program for business/ telecommunications** English targeted to senior management, including scheduling and planning, development of course content, program implementation and employee evaluation. Taught both **one-on-one lessons and intensive group sessions** focusing on telecommunications. **Conducted examinations** of Hungarian Telecom management and employees in telecommunications and business English. Devised customized vocabulary lists and personalized training strategies for each company executive.

Business English Consultant—Budapest Telephone Exchange Company **1995 - 1996**

- **Will anticipate and exceed requirements.** Designed and taught **business and telecommunications English** curricula, created and implemented metrics to measure the linguistic development of senior executives, developed language learning plans for each manager.

English Language Teacher—Fazekas Mihály Secondary School 1990 - 1992

- **Will successfully coordinate group projects and multiple tasks while surpassing performance expectations for each in a demanding environment.** Designed and delivered **English as a Foreign Language and American culture curricula** to students aged 12-18. Created and **taught a sixteen-week teacher training course** for Hungarian Teachers of English. Acted as English

language consultant for Fazekas School and for the Pedagogical Development Institute (PDI). Created and taught a series of **demonstration lessons** used for the instruction of Hungarian Teachers of English.

Instructor of English Composition—Indiana State University English Department 1988 - 1990

- **Will explain complex concepts in simple, understandable terms.** Produced and executed all aspects of eight college-level **composition courses**. Independently designed and put into operation lesson plans, assignments and grading structure. Evaluated over nine hundred **compositions**.

Sr. Writing Instructor—Indiana State University Writing Center 1988 - 1990

- **Will create success by building rapport with learners.** Organized and executed all **international student instruction** in English. Helped over 600 college students from all levels and disciplines to improve their facility with Standard Written English.

SELECTED PUBLICATIONS IN ENGLISH

MPL-LibroTrade International Publishing House, *A Collection of Role-plays, Speaking Situations, and Their Solutions* 1997

- 277 pages. Wrote textbook on oral examinations. An exhaustive compilation of realistic role-plays and their solutions written in conversational English. Designed to increase oral proficiency and ease with the interview situation.

Szent Imre Hospital, internal lab report, *The effects of Nitromint Retard nitroglycerin tablets on angina events.* 1998

- Translated 90-page, detailed analysis of a medical experiment involving the effects of nitroglycerin on angina, a heart attack event.

Academic Publishing House, *Hungarian Mosaic (Hungarian language educational CD ROM)* 1998

- Provided all English translations (over 100 pages) on varying topics, including literature, linguistics, geography and other areas.

National Textbook Publishing House, *Target English (English language educational CD ROM)* 1998

- Evaluated and revised all English texts and exercises (over 100 pages) for on a wide variety of topics.

"Proposal E Z F," *Indiana English* 1989

- Wrote a humorous stylistic analysis of student English compositions.

EDUCATIONAL ACCOMPLISHMENTS

Master of Arts, English, Indiana State University, GPA 4.0/4.0

- Examined with distinction. Examined with distinction. William C. Ball English Prize for best academic paper.

Bachelor of Arts, English, Bucknell University, GPA 3.8/4.0

- Magna Cum Laude. Phi Beta Kappa. William Bucknell Prize for top performance of any graduating male in English. Minors: philosophy and Spanish.

PROFESSIONAL GOALS

- I have a serious commitment to significantly improve every text I have the pleasure to read.

I have a Hungarian ID, and can freely undertake full or part time work in the Republic of Hungary.

REFERENCES--Forwarded upon request