

Europass Curriculum Vitae

Personal information



Surname / First name **LŐRINCZ, Tünde**
 Address Kiss Gergely 27/9
 HR-535600 Odorheiu-Secuiesc
 Romania
 Mobile +40 742 092192
 E-mail szttunde5@yahoo.com
 Web page <http://www.proz.com/profile/801764>
 Nationality Hungarian
 Citizenship Hungarian and Romanian
 Date of birth 24 July 1980
 Gender female

Desired employment / Occupational field

translator / interpreter

Work experience

Dates 2005–2014
 Occupation or position held **Translator / interpreter**
 Main fields **Certificates, Diplomas, Licenses, CVs**

Linguistics
Advertising / Public Relations
Religion
Technical
 Cooking / Culinary / Food
 Cinema, Film, TV, Drama
Education / Pedagogy
 Law
 Medical (general)
 Real Estate
 Tourism & Travel
 Computers (general)
 Journalism
History
 Business/Commerce (general)
 Construction / Civil Engineering
 Finance (general)

Name and address of employers

freelancer

Dates 2002–2014

Occupation or position held **English teacher** (teaching English as a Foreign Language)

Main activities and responsibilities *in primary and lower-secondary school (2002–2004)*

Name and address of employers Gimnaziul de stat "Mihai Viteazu" (Muncii 17, Targu-Mures, RO)
 Scoala generala nr. 13 (Ialomitei 6, Tg-Mures, RO; +40-265-251023)

in upper-secondary / high school (2009–2014)

Tamási Áron Gimnázium (Baróti Szabó Dávid 32, Odorheiu-Secuiesc, RO; +40-266-217764)
 BKG Reformed College (Márton Áron tér 2., Odorheiu-Secuiesc, RO; +04-0266-219766)

at courses for adults (2004–2014)

Essential Language School (Márton Áron tér 2, Odorheiu-Secuiesc, RO; +40-266-218088)
 MÜTF Educational Centre (Odorheiu-Secuiesc, <http://www.mutf.ro/>)

Education and training

Date 2012
Title of qualification awarded Passed the **Cambridge Proficiency in English** exam with **grade A**

Dates 2006–2007

Title of qualification awarded **Tender Writer**

Principal subjects/occupational skills covered basic business course and guidelines in tender writing

Name and type of organisation providing education and training **Modern Üzleti Tudományok Főiskolája, Odorheiu-Secuiesc**

Dates 2000–2002

Title of qualification awarded **Librarian**

Name and type of organisation providing education and training **Babeş-Bolyai University, Cluj-Napoca**

Dates 1998–2002

Title of qualification awarded **BA in English Language and Literature and Reformed Christian Theology**

Principal subjects/occupational skills covered History of English and American Literature, Linguistic studies, Translation studies the Bible, Ethics, History of the Church, Apologetics, Dogmatics, Catechism Pedagogy and related subjects

Name and type of organisation providing education and training **Babeş-Bolyai University, Cluj-Napoca (Faculty of Letters and Faculty of Reformed Theology)**

Personal skills and competences

Mother tongue **Hungarian**

Other language

European level

English

Romanian

German

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C2	proficient user	C2	proficient user	C2	proficient user	C2	proficient user	C2	proficient user
C2	proficient user	C2	proficient user	C1	advanced user	C1	advanced user	C2	proficient user
A2	basic user	A2	basic user	A2	basic user	A2	basic user	A2	basic user

Social skills and competences organised, problem-solving attitude, self-motivated, confident in handling new tasks, flexible in assignments, attentive to detail, able to work under tight deadlines, openness to work with people of different nationality and culture

Organisational skills and competences systems thinking ability, ability in conflict management, sense of organisation (one year work experience in logistics), good experience in project management (have organised/co-ordinated many summer language camps for teenagers)

Technical skills and competences data management, practical abilities in desk equipment

Computer skills and competences excellent computer proficiency in editing (Microsoft Word, Microsoft Power Point, Adobe Acrobat, InDesign), data management (Microsoft Excel), photo editing (Adobe Photoshop), PC operation (Windows 2000, Windows XP), Internet, CAT tools (SDL Trados)

Other skills and competences careful, reliable, patient, punctual, flexible

Driving licence Category: B