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Education (in chronological order)

- Degree in Geography; University of Novi Sad, Faculty of Sciences, Dept. of Geography (Yugoslavia) 1992.
- Certificates of Achievement in Computing and Computer Programming, SEETEC Hockley, UK, 1995-96.
- Certificate in Teaching English, Trinity College London (TESOL), UK, 1998.
- Proof-reader training by Chapterhouse, Exeter, UK, 1998.

Subjects of expertise (as studied at University)

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|-----------------------------|------------------------|--------------------------|
| - Biogeography | - Geology | - Space (Urban) Planning |
| - Cartography | - Geomorphology | - Tourism |
| - Climatology & Meteorology | - History | - Urban Geography |
| - Economic Geography | - Hydrology | - World's regions |
| - Environment Protection | - Population Geography | |
| - Ethnology | - Regional Geography | |

Fields of specialisation

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|--------------------------------|--|
| Advertising & Marketing | Geography (Earth Sciences, Geology, Environment) |
| Business & Finance | Information Technology / Web |
| Communication / Press releases | International relations & trade (contracts, tenders, etc.) |
| Corporate / Commercial | Manuals (service, technical and user manuals) |
| Gastronomy (Food & Cookery) | Travel & Tourism, etc. |

Languages handled

- ▶ Source: English, Serbo-Croat (Serbian, Croatian, Bosnian, Montenegrin)
- ▶ Target: Hungarian
- ▶ In special circumstances translation into English and/or Serbo-Croat

Hardware: PC, Notebook, LAN; HP LaserJet 1020 printer; Fast Internet, etc.

Software: Windows 10; MS Office; SDL Trados Studio 2019; Wordfast; CorelDraw; Corel PhotoPaint; PDFCreator; Adobe Reader; WinZip; Skype, Anti-Virus Software, etc.

Translating capacity: about 2 000 (new) words/day.

Membership: CIOL (Chartered Institute of Linguists) www.ciol.org.uk/translator/profile/62590/36/10862

Skills & Abilities & Competence

Hungarian as native language – grew up and educated in a bilingual environment, in Vojvodina a multi-ethnic, multilingual and multicultural province of Serbia (former Yugoslavia). Spent a number of years in Britain working and studying;

A thorough knowledge of the region (Central Europe, Hungary, former Yugoslavia) in terms of its geography, economy, peoples, mentality, the languages referred to and much more;

Translation work: over 2 decades experience as freelance translator, from English into Hungarian and/or Serbo-Croat (often referred to as Serbian, Croatian, Bosnian or Montenegrin separately);

Extensive experience in proof-reading/checking, editing, QA review as well as PEMT and LSO;

Computer literacy and competence with a wide range of software, incl. TM tools (TM files alignment);

Scope of linguistic work routinely undertaken

- Translation & proof-reading: reports, information leaflets; business, correspondence, finance, legal letters; contracts; tenders; annual reports; press releases; advertising/marketing material; questionnaires, surveys, marketing/PR related research and literature; shipping documentation; newspaper & magazine articles; brochures; certificates; service, technical, training and user manuals; instruction leaflets; presentations; web sites; safety data sheets; scientific literature (economy, environment, geography, patents), etc.
- Localization (web sites), using TM Software (Trados, SDL, Wordfast);
- Proof-reading/checking, editing, QA review, MTPE, LSO (Linguistic sign off), etc.

Freelance translation experience (some specific examples)

- *Denso* Europe – CEO Introductory video, subtitles translation, February 2024.
- *Levi's* – BX Owners Manual Mainline Standards and Principles translation & updates, Jan – Feb 2024.
- *Granger* – Preventing Workplace Harassment (training) translation & editing, December 2023.
- *Fellowes Air purifiers* – installation (user manual) translations, August – November 2023.
- *Project Thunder Survey* – translation about Music Festivals, August 2023.
- *Yoobic* – Training Videos subtitling, May 2023.
- *Levi's* – BX Owner's Manual Brand Standards translation, January 2023.
- *Levi's* – Denim Dictionary translation and LSO, October – November 2022.
- *Syngenta Group* – Conflicts of Interest translation, September 2022.
- *UniCredit Group* – Financial Sanctions training course proof-reading, April 2022.
- *GSK* (Parodontax) – marketing/advertising translation, June 2021.
- *Yale* – window locks (fittings) Test Report translation – May 2021.
- *FPE Seals* – complete web site translation with updates, January – April 2021.
- *Continental* – Shopfloor training & development subtitling and voiceover project, November 2020.
- *Denso* Europe – subtitling project translation, September 2020.
- *Carpet Avenue* – carpets translation for a web shop, July 2020.
- *Givaudan* – Fluid books proof-reading (checking/editing), April-May 2020.
- International Standards of Care for SMA – proof-reading, February 2020.
- *Teva* – Statement of Work translation, June 2019.
- *Granger* – Ethical Standards and Business Conduct Guidelines translation, March 2019.
- *IKEA* – Market research translation, July 2018.
- *Telenor* – Competition Law (Code of Conduct) translation, April 2017.
- *Clinisupplies* – Medical supplies (instructions for use) translation, December 2016.
- *Crowdicity* – (innovation and idea management solution) translation, April 2016.
- *Boortmalt* – Employee Survey translation, November - December 2015.
- Patent Specification (FSH solution delivery device) Science/Medical translation, June 2015.
- *Nokia Siemens Networks* (TraffiCOM) GTC translation, September 2014.
- Patent Specification (Endovascular stent) translation, June 2014.
- *GE* – Surveys & Training material translation & proof-reading/editing, March-April 2014.
- *AT&T contracts and specifications* (Invitel, Nokia-Siemens, Schoeller, SCI Network) translation, Oct. 2013.
- Patent Specification (opioid sustained release dosage form) Science translation, February 2013.
- *McHale* – Farm machinery range and PDI/Warranty forms translation March – June 2012.
- *BP* – Performance Management translation, November 2011.
- *HP* – Channel Operations Partner Survey translation & proof-reading, August 2011.
- *British Airways* (web site) – continuous translation/localisation and alignment assignments, 2009 - 2012.
- *Thermoscreens* – Brochure translation (into Hungarian and also into Croatian), Oct. 2010 & Sept. 2012.
- *SWEP* – Complete web site translation/localisation (BPHE - heat exchangers), July 2010.
- *Saxo Bank* – Quarterly outlook reports and web site updates, June 2009 – May 2011.
- *Moneygram* – Money transfer payment services translation, Sep 2009.
- *Jabil* – Code of Ethics proof-reading/editing project, May 2009.
- *Nokia* – website translation/localization/proofing (products, services, environment), Dec 2008 - Jan 2009.
- *The Rezidor Hotel Group* – training programme presentation (leader's guide) translation, July 2008.
- *Ricoh* – translation of operating instructions for printer, scanner, copier and fax machine, June-Sep 2008.
- *Radisson SAS* – internal staff brochure translation, Feb 2008.
- Proof-reading of Technical/Scientific translation (Eng-Hun) – about a new compound invention, Aug 2007.
- *Adina Apartment Hotels* – translation, proof-reading and editing of a web site, April-May 2007.
- *American Express* – online questionnaire translation and checking, September 2006.
- *Croatian Telecom* and *T-Systems* – warehouse management system translation, May 2006.
- *ABB* – Technical catalogues (product operation & maintenance instructions), October 2005.
- *Microsoft* – System Builders project (software) translation, January 2005.
- *Provident Financial* – Staff Report translation, February 2004.
- *Vodafone* fundraising and PR/marketing translations and proof-reading, 2003-04.
- Policy of the Central Bank of Montenegro – translation of a report for the *ECB*, February 2003.
- *Harley-Davidson* Marketing Guidelines translation, July 2002.
- *Unilever* – corporate translation, September 2001.
- *Dow Corning* product range translation for launch on the Hungarian market, February 2000.
- *Electrolux* advertising campaign for Domotechnica, January 1999.
- Partners in Coal translation (*PHARE Clean Coal Study*) – about the E. European mining industry, April 1997.
- Hungarian Ministry of Defence – Conference Material: NATO and E. Europe (Brussels, 1994).

Other work experience:

Teaching, Interpreting, Corporate Telesales, Catering.

Other Interests:

Travel & nature (map & rock collecting), amateur photography, cookery/good food and real ale (which can of course be "best sampled in Eire and Blighty").