|  |
| --- |
| Emese tóth (09/05/1985) |
|  Budapest, Hungary, emesetoth006@gmail.com |
| Summary |
| I like typing. But I also enjoy the translating.  |
| experience |
| **1/1/2015 – 3/31/2015** | **Hunnia Kft** | **Budapest** |
| * Data entry (from home)
 |
| **3/1/2016 – 3/1/2019** |  |  |
| * Volunteer Translator
* From English/Russian to Hungarian
* From Russian/Hungarian to English
* Typing scanned documnents (in English, Russian, Hebrew and Italian texts)
* Data Entry (In Excel)
 |
| education |
| 2007 |  |  |
| Coursework in computer operator2009 Coursework in Typing2010Coursework in English language (intermediate exam B2)2012Coursework in Russian language (intermediate exam B2) |
| skills |

* Quick learner
* Proficiency in translating
* Typing
* Computer proficient
* Proficient with Microsoft Office Suite
* Active listening skills
* MS Office proficient
* Microsoft Office
* Client-focused
* Freelance Translator
* Spreadsheet creation
* Electronic medical records
* Good written communication