

PERSONAL INFORMATION

Krisztina Nemeth

1122 Budapest, Városmajor u. 54. Hungary

none 36-30-9193-328

knemeth@enternet.hu

Sex female | Date of birth 26/05/1957 | Nationality Hungarian

JOB APPLIED FOR
POSITION
PREFERRED JOB
STUDIES APPLIED FOR
PERSONAL STATEMENT

Translator/editor

WORK EXPERIENCE

1983- to date

Translator and interpreter

Németh és Pásztor Bt and Németh & Pásztor Int'l Kft.

- Translation and interpreting, organisation of interpreting, translation and revision assignments, technical assistance

SME

EDUCATION AND TRAINING

Replace with dates (from - to)

BA in Business Management

College for Foreign Trade

- Change management, business and banking translations, English and Russian, writing skills

Replace with dates (from - to)

Diploma in translation and interpreting

School of Interpreting and Translation, "Eötvös Lorand" University, Budapest

- Theory and practice of translation and interpreting, Using CAT tools and terminology management, Writing and editing skills

Replace with dates (from - to)

Diploma, communication trainer

Manskill Associates, UK

- General communication skills

Replace with dates (from - to)

Diploma, Computer operator

Adult Training Institute

- Hardware and software management

PERSONAL SKILLS

Mother tongue(s)

Hungarian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	c1/c2	c1/c2	c1/c2	c1/c2	c1/c2
Spanish	b1/b2	b1/b2	a1/b2	a1/b2	a1/b2
Russian	b1/b2	b1/b2	a1/a2	a1/a2	a1/a2

Communication skills

- Excellent communication skills gained through experience as interpreter.
- Certificate as communications trainer. Copy attached

Organisational / managerial skills

- Excellent organisation and leadership skills – I have managed several local and international translation / revision / interpreting projects, including the translation of EU legislation into Hungarian

Job-related skills

- Good command of quality control processes (currently responsible for in-house quality management at my company)

Digital competence

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Independent user	Proficient user	Proficient user	Proficient user	Independent user

Levels: Basic user - Independent user - Proficient user

[Digital competences - Self-assessment grid](#)

- Good command of office suite (word processor, spread sheet, presentation software)
- Excellent command of CAT tools (Trados Studio, Memoque and others)
- Excellent command of WordBee
- Excellent command of data search functions via the Internet

Driving licence

Category B

ANNEXES

(if requested)

- Copy of BA in Business Management, College for Foreign Trade, Budapest
- Diploma in translation and interpreting, "Eötvös Lorand" University, School of Translation and Interpreting
- Communication trainer's diploma
- Diploma in Computer Management

List of major projects