**Loránd Ugron**

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**Key Achievements:**

* I am fluent in four languages: Hungarian, Romanian, English and German; Hungarian being my mother tongue.
* I volunteered as an interpreter for a German group in my hometown for two weeks.
* I won a National History Competiton in Cluj-Napoca, 10 May 2014
* Journalist at student magazine, Visszhang 2011-2015

**Training:**

 EU Lifelong Learning Programme – Leonardo da Vinci - 24.05.2013.

 Field of vocational education: Secretarial and office work

 Job-related skills acquired:

* Team work
* Conducting public relations
* Communication in a foreign language of professional matters
* Self-management

 Competences aquired:

* Translation and interpreting
* Summarizing texts
* Finding required information in a text
* Secretarial work, administration and planing
* cunducting protocol
* operating PC
* using office equipment
* handling correspondence
* management of work place
* scheduling meeting

**Computer skills and competences acquired**:

Devising Powerpoint Presentations

**Organisational skills and competences acquired:** Puncuality, responsability at the workplace, respecting deadlines

**Social skills and competences acquired:**

Social skills related to company culture

 **Other skills and competences acquired:**

Increased awareness of the European citizenship and respect for multicultural environments

**Education and Qualifications:**

**September 2015**

Driving licence – B category

**September 2011- June 2015**

Áprily Lajos Highschool – Bilingual class (English-Hungarian)

**April 2015**

Test DaF – Advanced German Certificate (C1)

**May 2014**

Cambridge Advanced English Exam –CAE (C1 level B)