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| Emese tóth (09/05/1985) | | |
| Budapest, Hungary, [emesetoth006@gmail.com](mailto: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 operator  2009  Coursework in Typing  2010 Coursework in English language (intermediate exam B2)  2012  Coursework 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