

CURRICULUM VITAE

Personal data

Name Krisztina Bogárdi
Place and Date of Birth Budapest, 22. 02. 1982
Mobile phone +36703654329
E-mail address bogindia@yahoo.com

Education

2003 -2007 **Budapest Business School**
College of Commerce, Catering and Tourism, Budapest
Majoring in Tourism and Hotel Industry

2000 -2002 **Budapest Business School**
College of Commerce, Catering and Tourism, Budapest
Majoring in Tourism Management
(Manager of Tourism – accommodation organizer manager)

1994 -2000 **Árpád Grammar School, Budapest**

Work experience

2020 – **Nu Skin Enterprises**
Network marketing work

2018 – 2020 **Turbado.hu Ltd.**
Customer service in German language
Correspondence, arranging orders, handling customers' complaints, administration

2017 Odd jobs

2008 –2016 **Dr. Rose Privat Hospital**
Receptionist, shift manager
Organising, administrating, assisting for doctors, cashier, translating to and from English, hotline service at the weekends and Monday through Friday from 8:00 p.m. until 8:00 a.m, back office work, arranging insurance cases with international insurance companies

2007 **Stromboly Event Ltd., 8 months**
Red Bull Air Race World Series 2007
Event organizer
Coordinating accommodation for the international crew of 400 people

Professional practice

2005 **Golden Palms Resort & Spa*******, Bangalore, India, 6 months
Guest Relation's Executive

2002 –2003 **Hotel Holiday Inn Venice******, Italy, 4 months
Event organizer, marketing assistant, waitress

2002 **Locomotiv Travel**, Budapest, 6 months
Executive incoming tour organizer

2001 **Hotel Omnibusz*****, Budapest, 2 months

Foreign Language Skills **English** – fluent written and spoken, *intermediate exam*
German – fluent written and spoken, *advanced level exam*,
intermediate special tourism-catering exam in German
Italian - basic knowledge

Personal skills Reliability, accurate, good communication skills, open-minded
personality, good organizing and problem-solving skills, helpful,
empathic, creative, good comprehension

IT MS Office (Word, Excel, Power Point)
Fidelio

Additional Driving licence