



# Viktória Nwajei

## CONTACT

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Hungarian

Category B

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## SKILLS

- Computer skills (MS Windows, MS Office, Internet, Email)
- Highly motivated
- Quick to learn
- Able to multi-task
- Persistent
- Hard-working
- Reliable
- Good communication skills, excellent written English
- Good problem-solving skills
- Ability to work under pressure
- Being comfortable with home working

## LANGUAGES

**Hungarian:** Native language

**English:** C2

## PROFESSIONAL SUMMARY

Detail-oriented English-Hungarian Translator with 7 years of experience. Demonstrated success in legal settings by providing range of document and text translation services. Versed in producing accurate documents for business, government and cultural application.

## WORK HISTORY

**Legal translator** 08/2015 - Current

**Entrepreneur** - Remote

- Used industry-specific terminology to execute high-quality translations.
- Reviewed submitted translations, proofreading to spot and correct errors in punctuation, grammar and word choice.
- Translated technical documents, employing industry expertise to convey complex information clearly and effectively.
- Revised submitted translations to increase accuracy and ensure user comprehension.
- Quality checked uploaded client files, implemented amendments and provided linguistic feedback.
- Successfully translated over 200,000 words, completing ahead of agreed deadlines.
- Proofread and edited final translations to ensure optimal quality and adherence to company standards.
- Attended training programmes to improve professional knowledge and interpretation skills on yearly basis.
- Utilised professional legal experience to aid self-development, offering equivalent to native-speaking abilities.
- Consulted specialised dictionaries, thesauruses and reference books, identifying closest equivalents for nuanced terminology, words and phrases.

Main contractors: - OFFI Zrt. (Budapest, HUNGARY) - F&T Translation Office (Budapest, HUNGARY) - Wordlights Translation, USA - Vocabridge Ltd., UK ("Vocalegal") - DUX Translations, Ireland - ViceVersaGroup snc, Italy - providing translation services for companies via [www.stepes.com](http://www.stepes.com) and [www.proz.com](http://www.proz.com)

**Civil Service Administrative Officer** 11/2009 - 07/2015

**Local Government Office of Budapest 17th district** - Budapest, HUNGARY

- Processed cases concerning management of properties owned by the local government.
- Translated official documents from English to Hungarian and from Hungarian to English (resolutions, official requests, letters etc.).
- Created and maintained compliance documents, ensuring constant conformance with laws and regulations.
- Facilitated relationships between local authorities and the public by explaining policy objectives in meetings.
- Guided and facilitated decision-making by formulating and implementing effective property management policies.
- Provided information regarding social housing matters, handling up to 800+ service user enquiries.

- Played a crucial role in policy formulating and implementation processes.

**Volunteer Helper** 01/2009 - 01/2010  
**Ebony African Cultural, Arts and Human Rights Organization** - Budapest, HUNGARY

- Provided free legal aid service for third-country nationals, refugees, asylum-seekers.
- Produced promotional posters and content for charity fundraising events.
- Executed community programmes aimed toward young children and promoting human rights and equality.

**Volunteer Activist** 01/2009 - 01/2010  
**Amnesty International Hungary** - Budapest, HUNGARY

- Provided legal aid.
- Participated in campaigns, conferences (in the matter of domestic violence and violence against women).
- Delivered translation services through fluency in English.

**Trainee Lawyer** 09/2006 - 10/2009  
**Krzyzewsky Law Office** - Budapest, HUNGARY

- Drafted legal documents (contracts, court petitions, other official documents).
- Advocated in the courts and other authorities in the following fields of law: civil law, family law (matrimonial and child placement cases, succession cases), labour law, property law.
- Shadowed lawyers to understand workloads, case management and network development.
- Analysed and proofread legal documents to eliminate errors.
- Participated in training events, meetings and briefings.
- Maintained working understanding of current laws and legal processes, continuously striving to develop professional knowledge.
- Compiled information, recorded key dates and completed legal applications.
- Completed work with strict compliance to industry regulations.
- Crafted written correspondence as requested by firm's solicitors to support external communication.
- Provided administrative support involving file management, correspondence and reception duties.
- Conducted legal research and drafted official documentation.

**Volunteer Helper** 12/2005 - 02/2006  
**Menedék - The Hungarian Association for Migrants** - Békéscsaba, HUNGARY

- Provided legal aid.
- Drafted applications for asylum seekers.

**Apprentice** 07/2005 - 08/2005  
**Dr Magyarossy József, attorney** - Szeged, HUNGARY

- Drafted petitions, contracts – especially in the field of property law.
- Visited court hearings (family, criminal and civil law cases).
- Shadowed supervisors to gain understanding of property law.
- Committed to 20 hours of work weekly alongside university studies.

**Apprentice** 07/2005 - 08/2005  
**Registration Court of Csongrád County** - Szeged, HUNGARY

- Drafted applications for registration or re-registration of companies
- Gave legal advice.
- Shadowed supervisors to gain understanding of company law.
- Committed to 20 hours of work weekly alongside university studies.

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## EDUCATION

**Postgraduate degree:** translator, 06/2013

**Kodolányi János University of Applied Sciences** - Budapest

Technical Translator with EU specialization.

**Postgraduate degree:** EU law, 06/2010

**Pázmány Péter Catholic University** - Budapest

Main courses completed:

- The law and institutions of the European Union
- Relationship between EU and national law
- Economy of the EC-EU policy making
- Regional policy of the EU
- European Court of Justice
- International private law
- Internal market
- EU competition law
- Company law of the EC
- Financial system and tax law of the EU
- Human and minority rights in the EU

**Juris Doctor:** Law, 07/2006

**University of Szeged** - Szeged

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## INTERESTS

Interests/hobbies:

- dances (traditional African and Hungarian folk dances)
- instructing yoga
- craft (glass painting, traditional body painting)
- crystal therapy