

# Curriculum Vitae

## PERSONAL INFORMATIONS:

**Name:** Dorottya Kovács

**Date of birth:** 1986.07.06.

**Address:** 17, Bot Street, Debrecen, 4032, Hungary

**Telephone:** 0630/5210-403

**E-mail:** dorottyakovacs@gmail.com

**Sex:** Female

**Nationality:** Hungarian



**POSITION:** Foreign language correspondence clerk

## WORK EXPERIENCE:

2010 -: **PannonJob Ltd.** (interpreter, secretary)

- data input
- answer the phones
- organising events
- negotiation in English and German

2009: **Internship at K&L Ltd. München** (secretary)

- interpretation/ translation from English to German
- making projects

## EDUCATION/ QUALIFICATION:

2006: Scholarship at **Cambridge University**

**2004-2008: Eötvös Lóránd University Budapest**

- communication and media studies
- interpreter and translator studies

**1998-2004: Kossuth Lajos Grammar School Debrecen**

**PERSONAL SKILLS:**

**Mother language:** Hungarian

**Other languages:**

- English – C2
- German – C1
- Spanish – C1
- Polish – B2

**Job-related skills:**

- team- worker
- negotiation skills
- communication skills
- presentation skills

**Computer skills:** Competent with most Microsoft programmes (Word, Excel, Power Point).

**Driving licence:** B