

Name Tekla Farkas
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MAIN TASKS AND ACTIVITIES at Prohuman

- Prepare analyses, summary reports, presentations, and recommendations for review of supervisor
- Answer inquiries from the public and handle general public relations work
- Coordinate various meetings for supervisor
- Supervise the work of clerical employees
- Handling phone calls and letters

WORK EXPERIENCE

2013-2015 Management Assistant at Prohuman

EDUCATION

2012-2013 National Marketing Management Course of Vienna
2008-2012 Communication and Business College of Budapest
2003-2008 Kossuth Lajos Secondary School (Debrecen, Hungary)

SKILLS

- Good interpersonal, communication and team skills
- Ability to multi-task and prioritize to meet changing demands and expectations of clients
- Computer skills: Microsoft Word 2010, Microsoft Excel 2010, Microsoft PowerPoint 2010
- English: upper-intermediate level
- French: upper-intermediate level
- German: intermediate level

FOR REFERENCES Contact General Manager of Prohuman