

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