

Work Experience:

Oct 2019-Oct 2020 Administrator Lakeland Leisure center United Kingdom

Coordinating office activities and operations to secure efficiency and compliance to company policies. Supervising administrative staff and dividing responsibilities to ensure performance. Keep stock of office supplies and place orders when necessary.

Mar 2018-Sep 2019 Costumer Service representative TalentWorldGroup United Kingdom

Compiling and distributing financial and statistical information such as budget spreadsheets. Analysing questionnaires. Writing reports, company brochures and similar documents. Organising and hosting presentations and customer visits. Assisting with promotional activities. Visiting customers/external agencies.

Apr 2016-Jan 2018 Marketing assistant Piramis haberdashery and textile Hungary

Developing editorial calendar for content *sharing*. Updating Facebook Pages, Instagram and LinkedIn. Answering LinkedIn questions. Bookmarking *blog* content on social bookmarking sites. Building out custom Facebook pages. Designing cover images for social profiles using Canva. Developing social media marketing plans. Interacting with consumers via social media

Aug 2014- Feb 2016 Marketing assistant Egeszsegugyi marketing osztaly Hungary

Preparation of summaries of negotiations, review of the activities of each department. Contact with salespeople and partners. Introducing a new product, organizing promotions. Administration. Listing your events with local online events calendars. Monitoring competitors' social media updates.

February - July 2014: internship - ANTARES Hungary KFT.

- Familiarization with work processes in the Executive Secretariat,
- Participation in the organization of the work of the executive
- Preparation of summaries of negotiations, review of the activities of each department
- Contact with salespeople and partners
- Getting to know and performing marketing tasks - introducing a new product, organizing promotions
- Perform administrative tasks

Studies

2011-2014: University of Szeged,
undergraduate degree in trade and
marketing, degree in economics

2007-2011: Horváth Mihály Gimnázium
Szentes, graduation in 2011

Language skills

English

- state-recognized C1 type complex advanced language exam (2014)

French

- state-recognized B2 type complex secondary language exam (2011)