**CURRICULUM VITAE**

**NAME** Agnes Velis

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**EDUCATION**

2011-12 **Anglofon Studio**

 Terminology of Contracts

 Analysing and translating legal texts

 Studied the language of business law /common law as well/

 together with lawyers

2003 **Eötvös Lóránd University of Budapest**

 Translation and Interpreting

 Certified Translator of Economic texts

2003 **International House**

 Examiner Training for the Euro and Euro Pro Exams

 Levels B2 and C1

1999 **The Pedagogical Institute of Budapest**

 Business English and Business Communication

 The course was held by native English teachers

1998 **Maastrich Universiteit**

 Teaching English for Specific and Business Purposes

1994-95 **Eötvös Lóránd University of Budapest**

 Faculty of Humanities

 Mentor and Headteacher

1985-91 **Janus Pannonius University of Pécs**

 Faculty of Humanities

 English Language and Literature - History

1987-88 Practising English in New York, United States

**Languages** Proficiency English; intermediate Italian

**Computing skills** MemoQ, Trados, Word, Excel, Power Point, Outlook, AbevJava, Netlock Mokka,

 PdfCreator

**Others** Typing blind – 300 characters /minute; driving licence

**WORK EXPERIENCE**

1998- **Freelancer**

 **Subtitling and proofreading:**

* **films** for Deluxe Media Studios, Canada

 **Translating:**

* **official documents:** school reports, birth, marriage and death certificates for private persons;
* **HR:** dialogue, performance management and evaluation, labour relations, human resource and training for Holcim Ltd., evaluations, CVs for private persons and F+T Translation Agency;
* **finance**: audit reports, EU regulations about auditing, business letters, accounting policy, taxation, internal control memos for Gyarmathy and Partners Auditing and Accounting Office;
* transfer price documentation, tax regulations for the NAV, theme review /via Bogdán Translator Office/, corporate financial policy manual, internal audit report via Without Frontiers Translation Agency;
* accounting policies, cash management, inventories, valuation regulations, audit reports, financial statements: balance sheets, income statements, shareholders’ equity, cash flow statements for PRGX Europe Zrt., GP Treuhand Kft.,
* supplementary notes to the financial report for Beskal Kft. and GIRO Zrt. /via Hajnalka Borbély/; annual report - 2014 for GIRO Zrt.,
* Simplified Annual Report and Public Benefit Annex, Project Summary for donation from NATO Charity Bazaar for Őrzők Public Benefit Foundation for the Cancerous and Leukemic Children of Tűzoltó utca;
* **business**: minutes of the general meeting, annual reports, audit reports, business

 letters, presentations about leasing for Innotrade Rt, company description and

 detailed quotation for Beskal Kft.;

* **marketing and business** **presentations:** for Colgate, ORCO., Zoboki and Demeter Architect Office;
* **law**: bylaws, contracts for INTERCREDIT Rt., agreement for design services for Zoboki and Demeter Architect Office, competition law for Judit Dán, court order for the transfer of company’s seat, guarantee obligation, payment guarantee /via Bogdán Translator Office/, letters of representation, legal letters for Gyarmathy and Partners Auditing and Accounting Office, real property lease agreement for Beskal Kft., indictment for Dr Nagy György, Lawyer /via Bogdán Translator Office/; GCTC for BitNinja Kft.;
* **environmental protection:** and its EU directives, professional articles from Waste Management World Magazine for EDA-Press;
* **architecture**: theoretical, technical and structural descriptions of buildings, tender documentations, articles from architectural magazines: Detail, Architectural Review, Materia49, Architektur.Aktuell, for Bord Architectural Studio, proofreading of their homepage and facebook page;
* building, construction and design descriptions, marketing, contracts, articles from architectural magazines: Detail, Architectural Record, Architectural Review for Zoboki and Demeter Architect Office;
* technical and marketing description of buildings, e.g.: development plan of a hotel, technical description of the building automation plan of IKEA furniture store, technical specification of an office building, webpage of a building automation planning and implementing company, declarations of site managers, building contractors for F&T Translation Agency;
* technical description of the NEJP via Fair-for Translation Agency;
* **webpages:** for Terra Da Bosco Ltd., Magic-Number Kft; ELSZÖV-Automatika Kft. via F+T Translation Agency;
* **PhD extracts:** Thesis Booklet AboutSupply Chain Management for Róbert Morvai; The Main Aspects of Consumer Behaviour and Satisfaction in Catering for Mária Rudolfné Katona, College Docent of BBS CCCT., Cognitive Abilities in Child Football in View of Selection for István Kun;
* **studies:** /marketing/ for Mária Rudolfné Katona, College Docent of BBS CCCT.,Ádám Wittmann: "Feasibility Study of a Special Food and Beverage Establishment", "How is lean different from Taylorism?" via Without Frontiers Translation Agency;
* **voluntary work:** translating reports on the development of children, request letters for donations, financial documents, e.g.: Annual Statement for the Foundation of SOS Childrens' Villages of Hungary.

**Proofreading:**

* **annual report, supplementary notes, company description for a tender** for UBM Zrt. /via Bogdán Translator Office/;

* **business correspondence, audit reports, notes to financial statements,**

 **tables** for Gyarmathy and Partners Auditing and Accounting Office;

* **webpage, competition materials** for Bord Architectural Studio and Zoboki

 and Demeter Architect Office.

 **Language teaching:**

* **architecture, presentations from TED, business correspondence and phoning** for Zoboki and Demeter Architectural Office, Bord Architectural Studio;
* **general and business English, business calls, letter writing, preparing students for job interviews** for EXON MOBIL, ERNST & YOUNG, EDA-Press, ÖKO-PANNON;
* **environmental protection**, waste collection, recycling for EDA-Press;
* **finance, auditing** for Gyarmathy and Partners Auditing and Accounting Office;
* **HR, quality control** for Tredegar Film Products Kft.

 **Language examiner:**

* Euro general and EuroPro business language exams

 /level B2 intermediate and level C1 advanced/

1994-2005 **Atalanta International Australian-Hungarian Educational Ltd.**

 **Headteacher and mentor**, lesson observations, post-lesson discussions with teachers,

 monthly development reports about their work for the management of the school,

 yearly written and oral assessment of teachers' performance and taking part in the

 organisation of workshops for teachers twice a month, preparing course descriptions

for accreditations. Compiling an internal notebook entitled ‘Business Etiquette and Protocol’ for the course of Protocol Organizers.

1993-2005 **Atalanta International Australian-Hungarian Educational Ltd.**

Superintensive preparatory language courses for the State Language Examination,

 conducting mock exams, cooperation with British and American colleagues,

 in-company language courses for OTP /IT Centre/, FŐTÁVHŐ /IT department/,

 BUDAPIÉRT, HÍDÉPÍTÕ Rt.;

 Business English for EasyCall Rt; financial English for Innotrade Rt.

1992-93 **Károlyi Mihály Spanish Dual Language Grammar School**

 Intensive preparatory English courses for the State Language Examination

1990-91 **Dual Language Grammar School of the Reformed Church Academy of**

 **Sárospatak**

Intensive language courses for students in the preparatory year for their grammar

 school studies in English. Everyday cooperation with British and American

 colleagues.

1989 **Tourist guide** for British tourists in Hungary

1984-85 **Dunaferr Iron and Steel Works**

 **HR department: Laboratory of Labour Psychology**

Assistant, participation in the psychometric testing of employees and in the

 assessment of their test results, translation of professional articles in the field of HR,

 labour psychology and ergonomics.