# Curriculum Vitae

# Anikó Szilágyi

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## Particulars

***Gender:*** Female

***Date of Birth:*** February 21, 1971

***Nationality:*** Hungarian

***Telephone:*** 30/324-1143

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## Academic Background

May 2014 International House Budapest,

**Cambridge CELTA (Certificate in English Language Teaching to Adults)**

1992-1995 University of Humberside, **BA European Business Studies**

1991-1992 College for Foreign Trade, **Business Translation and Correspondence**

1989-1990 University of Ottawa, **Faculty of Arts**

## Work Experience

**Jan 2009 - ongoing Translation of legal, marketing, economic and financial texts** on a regular basis for the following entities:

Eurolex (PR consulting firm), BGM Specht (international law firm), BTL Consulting and Gusto Magazine, NEF (Network of European Foundations, Brussels), Duisberg Ltd., private individuals

**Oct. 2012 – Oct. 2014 Freelance project work on a contract** basis for various entities:

**Global Language Services – Global Translation Project Management**

managing translation and localization projects from project approval until final delivery; client communication and support throughout the project and follow-up; managing other freelance vendors; overseeing vendor selection, testing, allocation, communication, contract negotiation, quality assurance, and timeliness of all deliverables; preparing Budget logs upon completion of projects

**SAM Headhunting Hungary Ltd. (A Danish headhunting company present in 17 European countries, as well as** **Asia/Middle East)**

exploring and mapping given industries within a geographic region for suitable experts and managers; gathering information on potential candidates from various sources; contacting potential candidates from the market and initiating them into the selection process; organising interviews with the potential candidates; follow-up activity with all those contacted over the search process.

**2003 -2008 Raising children and occasionally translating for old clients**

**April 1999** – **Dec. 2002 Freelance project work on a contract** basis for various entities:

### BNP PARIBAS Hungary

managing the work-out of a major bad loan, responsibility for co-ordinating the legal processes and the sale of a smaller shopping center with the support of other professionals;

### DG INTERPROJECTS

participation in the Credit Reengineering Project for Magyar Takarékszövetkezeti Bank [Hungarian Savings Co-operative Bank] Rt. in Budapest; and the American Bank of Poland in Warsaw to create a more efficient process and support culture change;

**Tas-11 Ltd.**

language editor (English) for the Hungarian Financial and Stock Exchange Almanach 1999-2000, an annual publication of Tas-11 Ltd.

**Aranypénz Rt. (Banks & Exchanges financial weekly)**

language editor (English) for the Company Factbook(an annual publication of the Budapest Stock Exchange) in 1999 and in 2000

**Magyar Takarékszövetkezeti Bank (MTB) Rt.,**

external support in arranging a syndicated loan facility, originated and arranged by MTB, for the bank’s leasing subsidiary. Preparation and conciliation of the Term Sheet and the Information Memorandum for the deal.

**Jan. 1999- Apr. 1999**

**BNP-Dresdner Bank (Hungaria) Rt**., Senior Relationship Manager, Corporate Banking

**Apr. 1996- Dec. 1998**

**BNP-Dresdner Bank (Hungaria) Rt.,** Relationship Manager, Corporate Banking

client relationship management; seeking and establishing new client relationships; originating new deals; developing tailored financing solutions; advising clients on financing and other banking products; liasing with various departments to ensure the smooth flow of services for clients;

**Aug. 1995-Apr. 1996**

**Banque Indosuez Hungary**, Credit Officer

client relationship management; preparing financial and risk analyses; preparing loan applications; handling loan administration tasks; credit facility monitoring and reviews;

**Oct. 1994-July 1995**

**Daiwa-MKB**., Assistant, (part-time employment parallel to full-fime studies)

co-ordinating public relations activities; press monitoring; writing/revising presentations and other English materials

**1990-1995** **Translation of legal, economic and financial texts** on a regular basis for the following entities alongside my full-time studies

Daiwa-MKB (Hungary) Investment & Securities Co. Ltd.; Banks & Exchanges (financial weekly); Referens Crime Prevention Ltd.; 4U Information Technology Ltd.

## Language Skills

English (fluent), (some rusty French and German)

## IT SKILLS

MS Office, SDL – Studio Freelance

## Hobbies

Bikram Yoga, reading, theater, walking in the woods with my daughters and our dog,