**Resume  
Diana Palffy  
Baja 6500, Kígyó u.15, Hungary   
mobile: +36702844275, email: palffydiana@gmail.com**

**Personal information**

* Sex: Female
* Date of birth: 04/February/1980
* Family: Single

**Work experience**

**Freelancer  
Baja, Hungary**

* **Translator   
  (English ↔ Hungarian/ German ↔ Hungarian/ English ↔ German)**
* 16/March/2014 – present
* read through original material and rewrite it in the target language,ensuring that the meaning of the source text is retained • use translation memory software, such as memoQ and SDL Trados to ensure consistency of translation within documents and help efficiency • use specialist dictionaries, thesauruses and reference books to find the closest equivalents for terminology and words used • use appropriate software for presentation and delivery • research legal, technical and scientific phraseology to find thecorrect translation • liaise with clients to discuss any unclear points • proofread and edit final translated versions • provide quotations for translation services offered • consult with experts in specialist areas • retain and develop knowledge on specialist areas of translation • follow various translation-quality standards to ensure legal and ethical obligations to the customer

**easyJet Airline Company Limited  
Rome, Italy**

* **Flight Attendant**
* 07/April/2009 - 15/March/2014
* responsible for the safety and comfort of passengers • carrying outpre-flight duties • providing in-flight services • promoting the sale ofduty-free products • dealing with security and emergency situationswhich may arise • administering first aid to passengers where necessary

# **Korvina Lingva Language School Baja, Hungary**

* **Teacher of English and German**
* 10/September/2003 – 06/April/2009
* classroom management •planning, preparing and delivering lessons to a range of classes and age groups •preparing and setting tests and exercises •organizing and getting involved in social and cultural activities such as sports competitions, school parties, dinners and excursions •participating in marketing events for the language school •freelance teaching on a one-to-one basis •basic administration, such as keeping student registers and attendance records

**Education**

**Eötvös Loránd University  
Budapest, Hungary**

* **Translator and Terminologist in Economics and Law**
* 10/September/2018 - 05/June/2019

**Heinrich Heine University  
Düsseldorf, Germany**

* **Master of Arts/German Studies/English and American Studies**
* 12/October/1998 - 09/September/2003

# **Grammar School of Hungarian Germans (MNAMK) Baja, Hungary**

* **High School Diploma**
* 01/September/1994 - 16/June/1998

**Language skills**

* **Hungarian:** Native
* **English:**  Fluent
* **German:** Near native
* **Italian:** Fluent