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|  | Nikolett Koncz |
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|  | 211B Edgware Road, NW9 6LP, London, UK 07539524795 konikolett@gmail.com |

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|  | Objectives  Knowledgeable and experienced translator able to work with multiple clients. Fluent in multiple languages with knowledge of cultural and regional variations. Excellent communicator able to read and write as well in foreign languages as in English.  Education  University of Dunaujvaros  *2013*  Bachelor’s Degree in Human Resources Management  experience  Freelance Translator, Writer and Content Manager | Various clients  *2013 –*   * Translate marketing materials from Hungarian to English. * Wrote marketing materials in English and Hungarian. * Corrected written English materials. * Corrected written Hungarian materials. * Wrote all content and placed onto website in text mining topic. * Live translation in conference calls from English to Hungarian. * Listened to recorded conversations and provided translations. * Sought technical advice for translations dealing with uncommon words. * Maintained security protocols for proprietary software and programs in development. * Wrote email templates for warm and cold clients: introduction, follow up. * Translated email templates for warm and cold clients: introduction, follow up. * Led weekly conference call meetings in English. * Updated older translations of material for accuracy and clarity. * Researched, wrote and edited blog posts in text mining topic and pregnancy, first time mom, parenting topics.   skills   * Native in Hungarian, close to native in English. * Knowledgeable in how culture can influence language. * Knowledgeable in interpersonal communication. * Knowledgeable in usual management terms. * Skilled written and verbal communicator. |