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Main work experience :

Translator for One Hour Translation from May 2019

I translate phrases from Nordic languages to English in an ad-hoc basis

Remote contractor Self-employed online From May 2018 – Present

Design, translation, writing, organising, management, logistic

Software Tester for UserTesting and Testbirds and Userlytics Corporation in 2019

I test apps and software. Write reports, and on the lookout for bugs.

Writer for Essayshark from Mar 2019 – Jun 2019

I write essays in given topics in English

Freelance in Upwork from Jan 2013 – Jun 2019

I wrote, designed and translated articles, flyers, and blog posts.

My other work area was Virtual assistant.

Surveyor for Orange Panel Norge Feb 2016 – May 2019

Answered Market Research questions and surveys a few hours a week.

Designer, publishing co-worker for ATL Graphics from Sep 2017 – Dec 2017

Designed calendar, business card, stickers, programs, plackets, flyers etc, in the InDesign and Adobe Creative Suite programs

Customer Service Representative for Red Cross-Henris Caffé Gjennombrukbutikk from Sep 2016 – Aug 2017

Duties included: logistics, pricing products, attending cashier, helping customers, cleaning, designing the menu brochure (not the food), and making flyers.

Collosus Project Hungarian *Transcriber* for Appen from Sep 2016 – Nov 2016

I listened to and transcribed Hungarian sentences.

Shopkeeper for REMA 1000 from May 2015 – Jan 2016

Duties included: logistics, helping customers, shelf refill, cleaning

Translator, tech support, Va, market research, admin, design, writer for Freelancer.com

from Jan 2013 – Dec 2014

- I translated and wrote Hungarian, Norwegian and English text on demand. Managed translator teams.
- Did market research questionnaires
- Secretary and admin duties
- Programming, software and product testing, quality assurance.
- Short movie, and speech recordings,
- Interiør and toy design

Sales assistant, Virk Sale (Internet coffee) from Jan 2012 – Jun 2012

Duties included keep the stocks up to date and full, place clean, bookings in order, Manage phone/computer/GPS repairs, deliveries

Personal Assistant for a Private person from Nov 2010 – Nov 2011

I relocated a person with her family and business from South Africa to Germany. While I managed the admin and accounting side of her growing business.

- Mail, time, meetings, budget, staff management
- Organise events
- Make travel arrangements (Itinerary, bookings, maps)
- Clerical duties (internet research, presentation preparations, reports, typing)
- Accounting duties (filing, budgeting, reports, manage accounts payable)
- Office duties (faxing, filing, mailings, photocopying, typing, phone calls)

Administrative worker for Various Student agencies from May 2006 – Oct 2010

Various temporary jobs from Student Agencies in the European Union whilst studying

Duties included dealing with customers in various areas, carrying out the clerical and administrative tasks

- Programmer
- Designer
- Office administration
- Receptionist
- Translator
- Travel agency advisor
- Logistic and Distribution Assistant
- Human Resources Assistant
- Secretary
- Technical administration

Education:

Faculty of Engineering and Information Technology -University of Pécs

Industrial, material, mechanical, product designing engineer and Electrical and Electronics Engineering from 2007 – 2009

Activities and Societies: Fencing Club

Leiden University online course in Linguistics in 2017

Miracles of Human Language

Rend-Szám Oktatási Bt. Computer Programming /IT from 2003 – 2008

Societies: Fencing, Budai Nagy Antal study group

Additional Courses

- 6 Figure Coaching Business Bundle Something With Sales Emily Utter
- Authority Nathan Barry
- Bartender/mixer
- Economic and accounting
- Law Course for founders
- Marketing Fundamental
- Norwegian for high level
- Products to Profit Live Class Matt Kostan
- Salescourse for solos business owners
- SEO for Bloggers Matt Giovanisci
- The Language Gym Benny Lewis
- The VA Starter Kit Hannah Dixon
- The Virtually Anywhere Academy Freelancer Start Up Programme Michele Dale
- Web og soziale media as a marketing channel
- WTF Should I Do w/My Life?! Jacob Sokol
- Wantrepreneur to Entrepreneur Bootcamp Brian Lofrumento
- Microeconomics
- One Variable Statistics