#  **Curriculum Vitae**

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NAME: **Balázs Dániel Harcz**

 DATE/PLACE OF BIRTH: **March 11th, 1975, Budapest, Hungary**

 NATIONALITY: **Austrian -** **Hungarian**

MARITAL STATUS: **Single**

 COMPANY: **HARCZ & PARTNER, LTD. Translation Company**

 POSITION: **Head linguist, translator, editor, proofreader**

 ADDRESS: **1121 Budapest, Árnyas út 4. Hungary**

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PHOTOGRAPHY PAGE: <https://www.facebook.com/media/set/?set=a.10207352204141534&type=3>

PHILOSOPHY WEBPAGE: <https://www.facebook.com/purposeofexistence/>

**KEY POINTS:**

►I speak English at near-native level due to extended stays in the USA and the United Kingdom, and my studies in the Department of English Language and Literature at ELTE University, Budapest.

►Vast experience as a full-time, professional translator and interpreter, entrusted with long-term and high-stakes projects, earning a regular client base.

►I started a translation company, HARCZ & PARTNER Ltd., as a fresh college graduate, which now holds a significant share of the Hungarian translations market, with a thriving growth rate and a distinguished client portfolio, including many repeat clients.

**OBJECTIVE: To carry out projects requiring exceptional linguistic expertise, such as:**

* **Translation projects** from English into Hungarian and Hungarian into English.
* **Telephone interpretation assignments** (betweenEnglish and Hungarian).
* **Creative writing** (e.g. speeches, presentations, letters, books, studies).
* **Localization** and website translation.
* **Transcription** in English and Hungarian (i.e. retyping of handwritten texts and audios).
* **Press watching** in Hungarian, English and German.
* **Ghostwriting** in English and Hungarian.
* **Proofreading and editing** in English and Hungarian.
* **News editing** (English, Hungarian).
* **Machine translation post-editing (MTPE)** in English and Hungarian.
* **Literary translation** (Hungarian into English).
* **Company management, interim company management**.
* **Any other language-related role** that matches my expertise and background.

**LANGUAGES:**

* Hungarian (native)
* English (near-native fluency in writing and orally)
* German (fluent)

**EDUCATION:**

1998: Hungarian National Training Center **Advanced Tour Guide Certification** – English and German

1993-1998: Eötvös Lórand University, BudapestDepartment of English Language and Literature (DELL)

**Master of Arts in English Literary Translation (1998)**

**Secondary School Teacher’s Certification (1998)**

**Master of Arts in English - Specialization in English Historical Linguistics (1998)**

1989–1993: Apáczai Csere János Grammar School

**High School Diploma (1993)** English distinction, distinguished track and field competitor

 **5th Place Achievement Award for English (1993)** Hungarian National Academic Competition (OKTV)

**SOFTWARE:** Windows 10, Adobe Acrobat Professional, Microsoft Office 2017.

**CERTIFICATIONS:**

* Type-B driving license (obtained in August, 2002).
* Advanced-level, type-C (written + oral) state language examination for English.
* Intermediate-level, type-C (written + oral) state language examination for German.

**SKILLS and ATTRIBUTES:**

* Highly efficient person.
* Technological fluency.
* Exceptional communication and organizational skills.
* Creative and flexible.
* Single with no children.
* Flourishes under pressure.

**ARTICLES PUBLISHED:**

* Essay on ethics and empathy in the translation industry (*Multilingual*, 2007)
* Essay on agency specialisation (*Multilingual*, 2010)
* Essay on translation agency database management (*Multilingual*, 2011)
* Essay on risktaking in the translation industry (*Multilingual*, 2016)
* Altogether **11 articles** (average length: 1800 words) **published** in the American periodical ***Multilingual*** between 2006 and 2017, each article discussed matters related to the international translation industry. Some of the articles were of a purely theoretical nature.

**PROFESSIONAL BACKGROUND:**

I have been involved in professional translation since 1997, working as a full-time translator and editor since graduating in 1998. I have worked on a regular basis for several foreign and Hungarian clients, including translation agencies and direct clients. I have interpreted for the President of Hungary, Mr. Ferenc Mádl, and the Minister of the Interior, Mr. Sándor Pintér. I also provided interpretation services at a Ministry of Health conference held in the Hungarian parliament in 2001.

Over the years, I have translated countless **contracts, business letters, agreements, handbooks, patient handouts, certificates, legal documents, meeting minutes, corporate resolutions, newspaper articles, patents, banking documents, three books and various other scripts and texts**.

I translated the book *Conserving Hungary’s Heritage* from Hungarian into English (The Naturalist Publishing House, 1999).

In 2019, I translated the first issue of the 100-page Macroscope Magazine from Hungarian into American English.

In 2021, I translated the second issue of the 100-page Macroscope Magazine from Hungarian into American English.

I also served as the interpreter for ABN Amro Insurance Company for a year and a half. For six years, I have provided the translations of the Court Decisions of HVG ORAC Legal Publishing House from Hungarian into English on a monthly basis, and my translation agency, Harcz & Partner Ltd., has had them translated into German as well.

I have acted as the managing director and project manager for the translation department of Harcz & Partner, Ltd. for twenty-two years and have developed wide-ranging, *bona fide* management skills as a result.

Invoicing Procedures:

My company works within the bounds of our family-owned business, Harcz & Partner Ltd., and the company works as a subcontractor for its translation agency clients. Thus, clients are invoiced by Harcz & Partner Ltd. Translation Company.

Deadlines:

Tight deadlines do not pose a problem, and do not deduct from performance quality. If a high-quality translation can not be produced within the client’s proposed deadline, I decline the project so as not to sacrifice the quality associated with my company,

International, professional references are available upon request.

I look forward to collaborating with you and/or your firm in the exciting field of precision translations.

Sincerely,

19th, March, 2021, Budapest, Hungary

 Balázs Dániel Harcz