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| --- | --- | --- | --- |
| Personal Data | | | |
|  | Name:  Address:  Telephone mobile:  E-Mail:  Skype:  Date of birth:  Family status:  Nationality: | Marta **BALOGH**  Népszínház u. 27.I/8, 1081 Budapest, Hungary  +36 70 2976869  [marta.balogh@gmx.ch](mailto:marta.balogh@gmx.ch), marta.balogh7@gmail.com  marta65911  13th July 1956  divorced, two adult children  Swiss+ Hungarian |  |

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| Education | | | |
| 1974 | High-school graduation | Special high-school for languages Szeged, Hungary |  |
|  |  |  |  |
| 1977 | Diploma as foreign corresponding secretary | Foreign Trade College Budapest, Hungary  Faculty: Foreign Trade Correspondence,  English & German |  |

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| Languages | | | |
|  | English | Diploma Foreign Trade College Budapest  Advanced level (written and spoken) |  |
|  |  |  |  |
|  | German | Diploma Foreign Trade College Budapest  Native level (written and spoken)  Swiss German native spoken knowledge |  |
|  |  |  |  |
|  | French | Good knowledge (written and spoken)  Diplôm Superieur of the Hungarian National Exam Committee for Languages |  |
|  |  |  |  |
|  | Spanish | Good knowledge (written and spoken)  Diploma Basico de Ministra de Educación y Cultura del Reino de España |  |
|  |  |  |  |
|  | Hungarian | Mother tongue |  |

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| Other Qualifications | |  |
| User knowledge of Microsoft Office Products:  Certified intercultural interpreter  Certified Book Editor | Word, Excel, Outlook, Power Point, TRADOS Studio 2017, MemoQ 2017,  SIEBEL 6.2, 7.1 CSD, CRM Processes  GE Healthcare database system handling  PM GURU Project Management Course |  |

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| **Domain expertise: IT strings, websites, brochures, presentations, marketing materials, product manuals, operating instructions, technical and business documents with special regard to IT and automotive fields**  **Translation languages: English→German, German→English, English→Hungarian, Hungarian→English, German→Hungarian, Hungarian→German**  Hobbies: languages, sports, books, movies |
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| --- | --- | --- | --- | --- | --- | --- |
| Employment History   |  |  |  | | --- | --- | --- | | since 06.2010 -  02.2010-05.2010  2009  2007-2008  2005-2007  2004  2002-2004  2002  2002  2001  1990-2000 | Fuglinszky and Partners Lawyers Office  1022 Budapest  Bég u. 3-5  Budapest  Bunbury Western Australia  GENPACT Hungary Ltd. 1138 Budapest  Váci ut 178  Caritas Switzerland  Konsumenteforum kf  Sektion Zürich, Switzerland  SRS Consulting AG  Zürich Switzerland  Inlingua Language School Bern Switzerland  Schwarzfilm Ag. Bern  Bern Switzerland | **Self-employed Translator**  Preparing all sorts of translations (IT, automotive documents, Websites, business documents, tourism etc. between English-German and Hungarian)  **Management Assistant**  Tasks: administration, correspondence, archiving documents, organizing business trips, handling post and phone, ordering office supplies  **Self-employed Translator**  Preparing IT related translations; manuals, websites, IT company profiles,  **Intensive English course**  **Senior Process Associate**, Automotive CSD and CRM **Customer Services**, Nissan Switzerland, Nissan Germany, Nissan Austria  Providing information to customers, handling database system (Siebel 6.2, 7.1 NICE), forwarding inquiries, and complaints, via phone, fax, E-mail, and post.  Process Associate GE Healthcare Customer Services  Providing information to customers and organizing technical support to doctors and hospitals, handling database system  **Certified Intercultural Interpreter**  **Member of the managing committee responsible for informatics** (volunteer)  Elaboration of a complete marketing study of different Hungarian companies (in English)  **Hungarian teacher** (temporary, part time)  **German teacher** (temporary, part time)  **Self-employed Translator, interpreter**  course in Swiss German 1 year  course in Spanish 5 years  “brush up” course in French 1 month  ECDL (European Computer Driving License) | | | | |
| 1988-1989 | SSG Software Services GmbH  Nymphenburgerstr. 154  80634 München Germany | **Delegate of the Hungarian Software house SZKI**  Preparation and execution of software export businesses of SZKI on the spot  HR tasks in connection with the stay of the Hungarian specialists in Germany  Maintenance of contacts between clients, authorities and the Hungarian partners |  |
| 1985-1988 | Software house SZKI Budapest | **Head of the department software-export**  Preparation and execution of contracts for work for Hungarian software specialists participating in projects in other countries  Business negotiations, foreign trade correspondence |  |
| 1977-1985 | METRIMPEX Foreign Trading Company for Instruments and Informatics Budapest | **Software Export Business Executive**  Complete export order processing of Hungarian informatics products and services such as acquisition, wording of contracts and correspondence, invoicing and settlement of accounts  Organization and realization of participations in trade fairs  Organization and realization of business trips acting as interpreter and assistant |  |

**Marta Balogh**

**Some translation references:**

**Reference in Proz, link:** <http://www.proz.com/wwa/1290929>

  
[www.sdl.com/sdl-vision](http://www.sdl.com/sdl-vision)

Bianca Badarau

SDL Language Weaver Team.   
**SDL Language Weaver** **|** **(t)** +40 364 310 640**|** **(m)** +074 833 9373

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Editor/proof-reader of the English-Hungarian translation of the IT system descriptions and websites

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Agnes L. Piriou-McCarville**  
**Web. Dept. Account Manager**  
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Coral Gables, Florida 33134  
[Tel:305-371-7887](http://service.gmx.net/de/cgi/derefer?TYPE=3&DEST=#_blank) x319  
[Apiriou@protranslating.com](http://service.gmx.net/de/cgi/g.fcgi/mail/new?CUSTOMERNO=12868057&t=de2129245860.1302073858.88eeb659&to=Apiriou@protranslating.com#_blank)  
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F:   [+44(0)208 371 9926](tel:%2B44%280%29208%20371%209926)

E:   [info@centurytranslations.com](mailto:info@centurytranslations.com)

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**Head Office**, 8 Thatcham Business Village, Thatcham, Berkshire, RG19 4LW, UK  
Tel: +44 (0)1635 866888  
Fax: +44 (0)1635 877357

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**Mahesh S Prabhakar | Asst. Operations Manager**

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Skype: cruz.communications  
Referent : Amra Hublic  
E-Mail : [amra.hublic@cruzcommunications.com](mailto:amra.hublic@cruzcommunications.com)  
Tel. +43 (1) 971 329 3

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An der Strusbek 12 b  
22926 Ahrensburg  
GERMANY

|  |  |
| --- | --- |
| Tobias Bührer | |
| Telephone: | +49 4102 235-208 |
| Fax: | +49 4102 235-500 |
| E-Mail: | [info@wienersundwieners.de](mailto:info@wienersundwieners.de#_blank) |
| Internet: | [www.wienersundwieners.de](http://www.wienersundwieners.de/#_blank) |

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Geschäftsführer: Peter Ladegaard  
USt-IdNr.: DE291450182

Juli Behrendt and Dea Vogel   
DACH Region Manager  
  
+49 (0)40 30 18 75 58  
[jb@easytranslate.de](mailto:jb@easytranslate.de)  
jb.easytranslate (Skype)

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