



BOGLÁRKA ERDŐS

Date of birth: 5th February, 1992

📍 1131 Budapest

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✉ erdosboglarka92@gmail.com

LANGUAGES:

ENGLISH – advanced level/fluent

GERMAN – intermediate

SKILLS:

- excellent command of Microsoft Office (Word, Excel, PowerPoint)
- ability to handle and prioritize multiple tasks
- attentiveness to details
- ability to anticipate and resolve challenges
- dedicated and enthusiastic
- problem solving

03/2017 – 05/2021

WORK EXPERIENCE

Nagy & Trócsányi Law Firm

LEGAL ASSISTANT

- managing day-to-day operations
- carrying out administrative services
- providing support to the legal team
- implementing and improving upon administrative processes for more efficient workflow

02/2016–09/2016

Radio Dental Extra Kft.

RECEPTIONIST

- cashier
- answering phone calls
- providing basic information
- serving clients by greeting and directing them
- dealing with complaints

05/2014–06/2015

Excenter Kft.

YOUTH WORKER

- administration
- keep in touch with partners
- writing project applications
- dealing with the finances after completion of projects
- organizing programs and activities for teenagers

EDUCATION

Budapest Metropolitan University

formerly: Budapest University of Applied Sciences

Economist in Tourism and Catering

- specialization: MICE tourism

- thesis topic: organization of chess competitions

- training: Danubius Hotel Helia, Receptionist and Sales Assistant

- academic assistant (guiding/helping/representing students)

09/2010

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01/2014

INTERESTS:

- computer science, programming
- / *Linkedin certificates: Learning Java, Computer Science Principles: Programming /*
- soccer player (2007-)
- chess player (2000-)
- / *achievements: multiple national and European chess champion /*
- table soccer player, part of the organizing team of national competitions
- reading
- foreign languages