



BOGLÁRKA ERDŐS

Date of birth: 5th February, 1992

📍 1131 Budapest

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<https://v-assist.hu/>

WORK EXPERIENCE

04/2022 -

Virtual assistant SOLE ENTREPRENEUR

- managing various tasks for different companies
- transcribing texts, uploading blog posts
- updating and modifying websites
- contract and document management
- creating new work processes

03/2017 – 05/2021

Nagy & Trócsányi Law Firm LEGAL ASSISTANT

- managing day-to-day operations
- carrying out administrative services
- implementing and improving upon administrative processes for more efficient workflow

02/2016–09/2016

Radio Dental Extra Kft. RECEPTIONIST

- cashier
- serving clients by greeting and directing them
- dealing with complaints

05/2014–06/2015

Excenter Kft. YOUTH WORKER

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

EDUCATION

09/2010 –
01/2014

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)

LANGUAGES:

ENGLISH – advanced level/fluent

GERMAN – intermediate

SKILLS:

- ability to handle and prioritize multiple tasks
- attentiveness to details
- ability to anticipate and resolve challenges
- dedicated and enthusiastic
- problem solving and proactive

INTERESTS:

- soccer player (2007-)
- chess player (2000-) / *achievements: multiple national and European chess champion /*
- table soccer player, part of the organizing team of national competitions / *achievements: Hungarian champion in 2023 in women singles category /*
- reading
- foreign languages