### SZABÓ KATALIN (Katherine Sabo)

+36 70 217 3451; +380 93 915 6427 (Viber)

sz.katalin27@gmail.com

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| STRENGTHS, RESULTS |
| **Priority areas of expertise** | * translation of administrative texts
* translation of official submissions and tender materials
* translation of documents and submissions during court administration
* personal interpretation in court, police and prosecutor's office, guardianship office
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| **Professional partners** | * LC Europe Kft. (conference interpreting from Russian to Hungarian)
* East-Trade Kft. (interpreting communication with business partners in Hungarian-Russian)
* Business team Translations,
* Spisenko Oncology Center, CyberKnife (translation of articles)
* Kyiv - Pogotowie Reproduction Center (translation of articles)
* Exalon Translation Agency (Ibiden Hungary Kft. Interpreting fire protection and work safety training, translating manuals and instructions from Hungarian to Russian and Ukrainian)

1x1 Translation Agency, Villám Translation Agency, TRM Translations, Empire 99 Kft., Express Translation Agency, Danube HRT Kft. (translation of documents, contracts, extracts, powers of attorney, correspondence) Edimart Ltd., Migal Translations etc., APT Hungaria (projects of Ministry of Foreign Affairs) |
| **Websites** | Qjob.hu, gymbeam.hu, euroclinic.com.ua, odds.am |
| **Books** | The Most Beautiful Business on Earth by Rolf Kipp (translation of a commercial book from Hungarian into Russian) |
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| PROFESSIONAL EXPERIENCE |
| **2011-** | Freelance | **Freelance Hungarian-Russian-Ukrainian translator and interpreter*** professional translation, interpreting activities in Hungarian, Ukrainian and Russian
* social science, economic, legal and technical projects
* commercial and food materials, descriptions
* company statements, orders, resolutions, official notices, government briefings
* health-related websites and articles
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| **2017-2018****2021. apr.-sept.** | Pilgrim Education Hungary

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| Nagy-Mercatus Kft.  | Magyar-orosz-ukrán fordító és tolmács* HR asszisztens számára történő online tolmácsolási tevékenység magyar, ukrán és orosz nyelven
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 |  Hungarian-Russian-Ukrainian translator and interpreter* Online interpreting for HR assistants in Hungarian, Ukrainian and Russian
* • Personal assistant in addition to the executive. Tasks: coordinating daily affairs, writing letters in Hungarian and Russian, typing quickly after dictation, writing letters, e-mails, processing and replying to incoming letters, keeping in touch with partners, organizing records, storing records, keeping records, performing occasional tasks
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| EDUCATION AND TRAINING |
| 2019 | Certificate of Russian-Hungarian / Hungarian-Russian professional translation | Eötvös Loránd University, Department of Translation and Interpreting Training, Budapest |
| 2003-2004 | Partial training | University of Debrecen, Faculty of Sciences |
| 2001-2007 | Language specialist | Uzhhorod National University, majoring in Hungarian language and literature |
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| OTHER SKILLS AND ABILITIES |
| Computer skills | * MS Office
* Smartcat
* MemoQ
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| Knowledge of languages | **Hungarian**: native level**Russian**: native level**Ukrainian**: native level**English**: intermediate  |
| License | Category "B" |
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| INTEREST AND HOBBY |
| Culture | Reading, music |
| Hobbies | Travel, sports |