

PROFESSIONAL OBJECTIVE

Educating the next generations by focusing on their potential, develop their abilities and flourish their talent. Dedicated to elevate their knowledge and ability to acquire that using a wide variety of methods and tools.

EDUCATION AND QUALIFICATIONS

- 2012-15 Károli Gáspár University, Budapest, Hungary
MA, Major in English Language and History
- 2009-12 Pázmány Péter University, Budapest, Hungary
BA, Major in English Language and History
- 1996-99 Pace University, New York
MBA, Major in International Business
Thesis: US Based Companies and the Euro
- 1994-96 Various seminars in English and International Business at several colleges
- 1992-93 University of Economic Sciences, Budapest, Hungary
Major in Business Economics completed 2 of the 4 semesters
- 1985-90 Eötvös Loránd University, School of Law, Budapest, Hungary
Professional Master Degree in Law and Political Sciences - Cum Laude

EMPLOYMENT HISTORY

- 2017-19 Kodolányi János University of Applied Sciences,
 - At the Budapest campus focused on primarily English-speaking education including, ESL, Comparative Law (Master-level), EU Law, International Business Law & Regulations, and Introduction to International Law
- 2015-19 Szász Ferenc Vocational School for Trade & Economics,
 - History and English teacher, Department head, on-line electronic education curriculum development.
- 2005-09 **Humanitech Bt.**
 - Translation services, film dubbing, documentaries translation including history, finance and economics topics. English teaching and tutoring.
- 2001-05 KITS Consulting LLC.
 - Office manager, supplier coordinator, responsible for the financials, bookkeeping and administrative tasks. Financial reporting, banking transactions A/R monitoring; PR tasks and activities.
- 2001 Jan-Sep The Journal News,
 - Marketing assistant, responsible for Land-A-Hand and Gannett Foundation cases, budgeting, revenues and expenses; tracking and researching promotional advertising; handling promotional material.
- 1985-93 Hungarian Pawn and Commission Trade Company,

Résumé

ORSOLYA KRIVÁCHY

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- Responsible for the bookkeeping and asset management of the entire franchise network. Later gained extensive experience in the MRO purchasing, inventory management and accounts payable processes. Became the lead business process analyst and expert, supporting the design, testing and rollout of the new enterprise-wide information systems across all departments.

1984-85 Budapest District XI, Government Office,

- Administrative assistant at the Tax and Bookkeeping Department. Responsible for handling multiple cases and claims, filing and organizing documents.

LANGUAGES

Fluent in English, native Hungarian, good command of German, basic knowledge of Russian.

COMPUTER SKILLS

Experience since 1985, Microsoft Office, (Word, Excel and PowerPoint), Word Perfect and other business applications under DOS, Windows and Novel. Extensive experience of Internet applications, search engines and mail-systems (MS-Outlook).

VOLUNTARY WORK

Active member of the Youth Choir of Budapest (1984-93), traveled around Europe, leader of the Alt voices and board member of the supporting non-profit Foundation.