



## Curriculum Vitae

### Personal information

First name(s) / Surname(s)	<b>JAKÓ Judit</b>
Address(es)	Szigeti u. 20., 1041 Budapest
Mobile, email address:	06-20-4480836, <a href="mailto:juditjako@gmail.com">juditjako@gmail.com</a>
Date of birth	24 <sup>th</sup> of August, 1973.
<b>Desired employment</b>	<b>Foreign-trade and sales coordinator</b>

### Work experiences

<b>Dates</b>	<b>April 2009. -</b>
<b>Occupation or position held</b>	<b>Foreign-trade coordinator</b>
<b>Main activities and responsibilities</b>	Relevant administration in BG, SK, CZ export, CN, HK, GB, I import activities. Pre calculation of import activities. Shipping orders for freight forwarder companies. Invoicing export sales.
<b>Name and address</b>	Global Export Import Kft.
<b>Type of business or sector</b>	Foreign-trade (Security products, auto accessories)
<b>Dates</b>	<b>July 2004. – March 2009.</b>
<b>Occupation or position held</b>	<b>Finance clerk, Relationship manager</b>
<b>Main activities and responsibilities</b>	Invoicing, checking the settlement of accounts, treatment of outstanding debts, keeping contact with clients, managing the office purchases, preparation of book-keeping tasks
<b>Name and address</b>	Sargent Schoolbus Ltd. – Budapest, XIII. Népszigeti út 13.
<b>Type of business or sector</b>	Passenger transportation
<b>Dates</b>	<b>March 2003.–April 2004.</b>
<b>Occupation or position held</b>	<b>Administrator, commercial assistant</b>
<b>Main activities and responsibilities</b>	General office administration, such as archiving invoices and delivering notes, dispatching of guarantee tickets, managing office purchases
<b>Name and address</b>	Thomson Multimedia, Budapest, II. Lajos u.
<b>Type of business or sector</b>	Trade (Home-electrical equipment)
<b>Dates</b>	<b>September 1997. – February 2003.</b>
<b>Occupation or position held</b>	<b>Foreign-trade assistant</b>
<b>Main activities and responsibilities</b>	Receiving and responding customer inquiries, placing purchase orders, customs clearings, Hungarian and Foreign exchange transfer orders, keeping contact with partners (Avid, Ikegami, Audio-technika, local and regional TV studios) visiting fairs and exhibitions, organizing product demos
<b>Name and address</b>	Vektor Systemhouse Ltd., Budapest, X. Gyömrői út
<b>Type of business or sector</b>	Trade (Studio-technical equipment)
<b>Dates</b>	<b>September 1994. – August 1997.</b>
<b>Occupation or position held</b>	<b>Commercial assistant</b>
<b>Main activities</b>	Invoicing in SAP, receiving purchase orders from regional salesmen
<b>Name and address</b>	Gillette – Braun – Oral-B, Budapest, II. Frankel Leo u.
<b>Type of business or sector</b>	Trade (hygienic products)

Dates	September 1991. – September 1994.
Occupation or position held	Secretary to Legal vice-president
Main activities and responsibilities	secretarial tasks, receiving and answering phones, correspondence, general clerical work
Name and address of employer	Tungsram Ltd. – GE Lighting, Budapest, IV. Váci út
Type of business or sector	Trade of Lighting equipment

### Education and training

Dates	2001 – 2005.				
Title of qualification awarded	Engineer in Agriculture, viticulture faculty				
Principal subjects/occupational skills covered	Botanical studies, Growing of ceramic plants, herbs, vegetables, fruit and grape in theory and practice, Mechanical power and machines, Studies of Cultivation, Land and water economy, Accountancy and banking monetary management, Applied mathematics, Informatics, Food technology				
Name and type of organisation	Corvinus University, Budapest, XI. Villányi út				
Dates	2005 – 2011.				
Title of qualification awarded	Teacher of Agriculture engineer				
Name and type of organisation	Corvinus University, Budapest, Fővám tér				
Dates	1987– 1991.				
Title of qualification awarded	Foreign-trade coordinator				
Principal subjects/occupational skills covered	Foreign-trade studies, Economical and Legal studies, Typewriting and correspondence Management and Computer science, English grammar and correspondence, Social Economy				
Name and type of organisation	Berzeviczy Gizella – Social Economical College Budapest, IV. Baross utca				
Personal skills and competences	Internal Quality Auditing (Hollo-Tas) participation in a 3-days education Excel informatical exam O-Soft Bt. (1 term)				
Mother tongue(s)	Hungarian				
Other language(s)	English				
Self-assessment <i>European level (*)</i>	Understanding		Speaking		Writing
Language	Listening	Reading	Spoken interaction	Spoken production	
	B2	B2	B1	B1	B2
Social skills and competences	<ul style="list-style-type: none"> <li>• good problem-solving skill</li> <li>• adaptable and quick to learn new skills</li> <li>• cooperation skills</li> <li>• precise and flexible attitude at work</li> <li>• get on well with people at all levels, easily making good working relationships</li> <li>• ethical approach</li> <li>• focusing on relevant point and result</li> <li>• professional commitment good dealing with conflicts skills of compromise and empathy</li> </ul>				
Organisational skills and competences	<ul style="list-style-type: none"> <li>• open-minded</li> <li>• logical thinking</li> <li>• strong organizational skills in a variety of situations to achieve deadlines</li> <li>• need for continuous learning, quick and open for new challenges</li> </ul>				
Technical skills and competences	Fundamentals of horticultural appliances, Computer accessories, electronic equipments, good skills at guarantee routine of appliances needed for tune and film making				
Computer skills and competences	Good knowledge of Windows packages including MS Word, Excel, Outlook, PowerPoint and Internet Explorer, Familiar with computerized accounts system ('Tigris', 'Vevővadász')				

Annexes Letter of intent