

# Kata Bartyik

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Phone: +49 1573 4872 516

+36 70 650 2709



## EMPLOYMENT HISTORY

2015- **Self employed / freelancer** in Creative/Film industry

2013-2015 **Branch Office Assistant**-Airbus Defence & Space (Former Cassidian SAS)

- Invoice related duties
- Organizing travels, making reservations
- Handling orders, registrations
- Translating (English/Hungarian, Hungarian/English)
- Editing Word, Excel documents, typing
- Other matters arising

2008-2013 **Receptionist, assistant, organizing**-Weil, Gotshal and Manges LLP

Leading international law office

- Front office duties (welcoming arriving guests, information service, handling reservations, etc.)
- Receiving incoming/starting outgoing calls, e-mails, data recording
- Dealing with incoming mail, post, judiciary orders
- Controlling invoices, registration
- Preparing statistics, statements
- Registering/ordering office supplies
- Organizing smaller programs, coping with ad hoc and creative tasks

2007 **Reception, administration, organizing**-Adagio Hostel

- Handling reservations
- Preparing invoices, dealing with finances
- Welcoming guests, providing information
- Keeping the hostel tidy

2006 – 2008 **Hostess**-Prohome, Hazay Decker, Glamour hostess agencies

- Hostess duties at parties, conferences, summer programs, promotions, etc.

## EDUCATION

2013-2015 Hungarian Heritage House – Folk **leather work**

2010-2013 Károli Gáspár University of the Reformed Church-**English studies**, translating specialization

2003–2007 Táncsics Mihály Grammar School, Budapest, **Bilingual faculty**

2005-2006 La Ville Junior Senior High School, Clay High School, **United States of America**

## LANGUAGE SKILLS

Hungarian (native), English (fluent), Spanish (intermediate), German (beginner)

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## **OTHER COMPETENCIES**

- Typing
- Billing – basics
- Microsoft Excel – intermediate
- Microsoft Outlook, PowerPoint, Word –intermediate
- Photoshop – basics
- Wordpress – Divi - intermediate
- Driver's license (category B)

## **FOUNDER OF BRANDS**

- Titi Leather Crafting ([www.titileather.com](http://www.titileather.com))
- 21Days ([www.titileather.com/21days](http://www.titileather.com/21days))

## **ABILITIES, INTERESTS**

- I am a prompt, reliable, precise person, quality work is important for me
- I have good organizing skills, recognize the essence of the tasks quickly, able to work independently and in team as well, I am a diligent, assiduous person
- I welcome new challenges and learn quickly
- In my private life I am interested in arts, especially in music and leather work

Budapest, 16 April, 2020