

Curriculum Vitae

Name: **Anita Széplaki**
Maiden name: **Anita Zsoldos**
Place and date of birth: **Budapest, 15th November, 1980**
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Education

2005-2008 **Eötvös Lorand University**, Budapest, Hungary,
Supplementary MA in English language and literature (Thesis is being completed)
spring term 2005: **Hogeschool Gent**, Gent, Belgium, Teacher of English, Erasmus programme
2000-2005: **Kodolányi János University College**, Székesfehérvár, Hungary, Teacher of English
1995-1999: **Garay János Grammar School**, Szekszárd, Hungary, specialized in German

Special courses

2014 Coursera: Moralities of Everyday Life, A Beginner's Guide to Irrational Behavior – with distinction,
Buddhism and Modern Psychology
edX: The Science of Everyday Thinking, Becoming a Resilient Person: The Science of Stress
Management and Promoting Wellbeing, Unlocking the Immunity to Change
2012 Gordon communication workshop
2010 Silva mind control basic lecture series
2004-2007 Grafodidakt – Grafology
2001-2002: Lane School of English, London – Proficiency Language Course, London

Work experience

July 2011-present **Kotányi Hungária Kft.** Budapest – *personal assistant to GM*
› Personal assistance of GM
› Organizing events and meetings
› Carrying out all the tasks concerning the office storage room (providing co-workers with gratis products, preparation of partner packages, issuing and posting spice samples, administration, restocking)
› Handling the daily mail, incoming and outgoing invoices and registering them for the accounting
› Handling telephone exchanges
› Ensuring the smooth running of the office
› Preparation of office materials and equipments

July 2005 - July 2011 **H-Net Language School, Babilon Language School** – *teacher of English*
› Teaching general, military and business English in 500 hour exam preparation courses, intensive and language maintenance courses
› Levels: Elementary-advanced
› Location: language schools in Budapest, Hungarian Defence Forces and the Ministry of Defence, small and multinational companies

- July 2006-Feb 2007 **Scolar Publisher**, Budapest – *office manager*
- › Relationship management with traders and foreign partner publishers
 - › Communication with customers: following up with calls, mail, in person
 - › Handling customer complaints
 - › Trading books in the publisher
 - › Managing mail orders, overseeing packaging and invoices
 - › Handling incoming and outgoing invoices and registering them for the accounting
 - › Ensuring the smooth running of the office
 - › Coordinating and administrating tasks
- March - July 2003 **IHH Language School**, Győr (dissolved company) – teacher of English
Teaching general English language
- Okt 2001-Feb 2003 Various *babysitter* jobs, London UK
- Okt 2001-Feb 2003 **Landmark of London**, London, UK – *waitress*, banqueting
- Summer of 2001, 2003 **Sziget Iroda**, Budapest – *assistant*
- › Communicating with stage directors and the crew of Sziget festival
 - › Organising meetings
 - › Issuing tickets for the crew and for performers
- Oct. 1999 - May 2000 **Scolar Publisher**, Budapest – *personal assistant*
- › Managing mail orders, overseeing packaging and invoices
 - › Handling incoming and outgoing invoices and registering them for the accounting
 - › Conducting coordinating and administrating tasks

Translations

Robin Pilcher: The Long Way Home – Hosszú az út hazáig (2011 Ulpius-ház)
Lara Adrian: Ashes of Midnight – A vámpír sírja (2011 Ulpius-ház)
Chelsea Cain: Sweetheart (Ulpius-ház)
Mary Lynn Baxter: A Pregnant Pause – Karácsonyi vallomás (2011 Harlequin)
Susan Wiggs: Lakeside Cottage – A tóparti villa (2010 Harlequin)
Jeremy Harwood: The Secrets of Bach Flowers – Bach-virágeszenciák (2008 Bp, Scolar)
Lisa Helmanis: Perfect Weddings – Tökéletes esküvő (2007 Budapest, Scolar)

Language skills

English - excellent oral and writing skills
German - Hungarian Intermediate State Examination (1998)
Spanish - beginner

Computer skills, driver's license

Windows XP (Word, Excel, PowerPoint), Outlook, Lotus Notes, Prezi, Internet, Fax, Scan
Class B driver's license

Free time activity

Yoga, jogging, hiking, Coursera, edX, ballroom dances, language learning