

JUDIT BALAZSY



International Personal Assistant Service

www.internationalassistant.eu

cz 420 602 276 400

uk 44 756 315 6293

Languages

- **Hungarian** Native
- **Czech & Slovak** Advanced, Native
- **English** Fluent by speaking and writing
- **German** Excellent

Education

2010 – 2012 The University of Economics, Prague

Faculty of International Relations

Field of study: Politology, Economics

2006–2010 Hungarian-language Grammar School School-leaving exam in: Slovak, Hungarian, Maths, German

Skills

IT skills: Microsoft Windows – advanced
Internet (e-mail, www, google) – advanced
Microsoft Office – advanced
Microsoft Word – advanced
Microsoft Excel – advanced
ECDL (European Computer Driving Licence)

Working experiences

2012 – present iPILOT Germany Ltd.

Administration, incoming calls, e-mails, other documentation

2012 AIESEC Prague

Job position: Event Manager , Organizing Committee President

2011 TOP-travel s.r.o. travel agency

Job position: assistant, seller

Interests

I try to improve myself every day, I'm a communicative person, who listens to the others, I like to hear other opinions and discuss them, my best qualities are flexibility and responsibility. I enjoy working with people and work on my creativity. I like travelling, discovering new things, dancing and sports (I played professional table tennis, handball and basketball).