



*Every note in its place*  
*Perfect translations in IT, Law, Finance and Accounting*

## Europass Curriculum Vitae

### Personal information

Name: **(Mr.) SZABÓ László**  
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E-mail: [lfj.szabo.laszlo@gmail.com](mailto:lfj.szabo.laszlo@gmail.com)  
Website: <http://www.proz.com/translator/1068679>  
Skype: User name: ifj.szabo.laszlo  
Nationality: Hungarian  
Year of birth: 1970  
Gender: Male

**Desired employment / Occupational field** **Freelance translator in English-Hungarian language pair, in the fields of Law, Finance, Business, Taxation and Insurance..**

### Work experience

Dates: Since 2009  
Occupation or position held: **Freelance translator**  
Main activities and responsibilities: Translation and proofreading of texts from English into Hungarian and vice versa, in the fields of Law, Finance, Business, Taxation, Insurance and Accounting, use of Trados.  
Clients include:

- Translation companies with international clients, namely **Intercontact**-Budapest Kft. ([www.icontact.hu](http://www.icontact.hu)), **Hunnect** Kft. ([www.hunnect.hu](http://www.hunnect.hu)), TRM Kft. ([www.trm.hu](http://www.trm.hu))
- Law firms with international clients, **Kelecsényi Law Firm** ([www.kelecsenyi.hu](http://www.kelecsenyi.hu)),
- multinational company with Hungarian affiliate: **Bull Kft.** ([www.bull.hu](http://www.bull.hu)),
- Big Four companies: **PricewaterhouseCoopers, KPMG,**
- freelancer of a number of UK translation companies.

Type of business or sector: ➤ Translation and proofreading:

**Please see the list of documents I have translated as in-house and freelance translator since 2001 in the file entitled Document List, in a separate attachment. This document provides a list of specific areas, such as banking, environment, law, etc. and a description of the jobs within each category, together with Client names.**

Dates: 2008-2009  
Occupation or position held: **In-house translator**



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Main activities and responsibilities - Translation and proofreading of texts from English into Hungarian and vice versa, in the fields of IT, Law, Finance, Business, Taxation, Insurance and Accounting.  
- Teaching in training courses held for fellow in-house translators in the fields of in Insurance, Taxation and Accounting.

Name and address of employer Espell Group, H-1075 Budapest, Károly krt. 3/a, www.espell.com

Type of business or sector Translation of various documents for the following clients:

Dates 2001-2008

Occupation or position held **In-house translator**

Main activities and responsibilities Translation and proofreading of texts from English into Hungarian and vice versa, in the fields of Law, Finance, Business, Taxation, Insurance and Accounting, use of Trados.

Name and address of employer Multi-Data Translations, now member of the Espell Group, www.espell.com

Type of business or sector Translation and proofreading

An incomplete list of end-users:

T-Mobile, Telenor, Szecskay Law Firm, Budapest Airport, Deutsche Bank, Allianz, Hungarian Insurance Co., Trócsányi Law Firm, Dunapack, ADC-ADMC,

Dates 1999-2001

Occupation or position held **In-house translator and Manager Assistant**

Main activities and responsibilities - Translation of incoming documents, interpreting in negotiations, all communication tasks for foreign management;  
- Establishment of sales network,  
- Office management.

Name and address of employer F- Dónát Kft., H-6601 Szentes, Dónát 1.

Type of business or sector Real estate management

### Education and training

Dates February 2014

Title of qualification awarded I passed the **highest (Advanced) level of the Test of Legal English Skills (TOLES) test with good results**. According to the Exam Panel's assessment, the score I attained means that "This candidate has well-above average English skills and GOOD legal English skills. He has a good knowledge of legal vocabulary and has made the challenging jump from intermediate to advanced level, he has a good awareness of appropriateness of register and style and is unlikely to make significant legal errors in legal drafting. He is a strong translator and is often able to self-correct errors, he produces good written work under intense pressure of time."

Principal subjects covered

Dates 2013

Title of qualification awarded **Certificate of Accomplishment of Law Course**

Principal subjects covered from the law course delivered by the **University of London**  
topic: British law and British legal system, lectures delivered by law Professor Adam Gearey.  
End-of-course test completed with distinction (99%).

Dates 2008-2009

Title of qualification awarded **Certificate of completion of Law course**

Principal subjects/occupational skills covered Participation in an in-house training course for translators in English for Law, at E-spell Ltd.  
Course covered:

- company law: Hungarian company types, English company types, comparisons, operation, structure,
- contract law: structure of Hungarian and English contracts, types of contracts.



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Dates	2002
Title of qualification awarded	<b>Certificate of completion of Law course</b>
Principal subjects/occupational skills covered	Contract and Company Law course, <ul style="list-style-type: none"> <li>- parts of contract (types: agency contract, employment contract, cooperation agreement, franchise agreement, etc.),</li> <li>- description of differences in English and continental legal system,</li> <li>- challenges in translation, coping with differences in legal systems,</li> <li>- extensive translation practice.</li> </ul>
Name and type of organisation providing education and training	LINGVIA Language Centre, private enterprise
Dates	2001
Principal subjects/occupational skills covered	Accounting, bookkeeping, payroll accounting, principles and practice
Name and type of organisation providing education and training	PERFEKT RT., a private training enterprise specialising in IT
Dates	1999-2001
Title of qualification awarded	<b>Certified translator in IT, Law and Business</b>
Principal subjects/occupational skills covered	Translation and interpreting skills, in the fields of Law, Finance, Business, Taxation, Insurance and Accounting <ul style="list-style-type: none"> <li>- Thesis work: translation of text on taxation, graded excellent.</li> </ul>
Name and type of organisation providing education and training	UNIVERSITY OF PÉCS, Faculty of Humanities, Degree Course in Translation Degree from ELTE University: <a href="http://www.elteft.hu/index_English.asp">http://www.elteft.hu/index_English.asp</a>
Level in national or international classification	Higher education
Dates	1994-1996
Title of qualification awarded	<b>Certified teacher of English and Linguistics</b>
Principal subjects/occupational skills covered	English and US literature (poetry, drama, novels), history and civilisation, Descriptive Grammar, Syntax, teaching methods and practice.
Name and type of organisation providing education and training	JUHÁSZ GYULA TEACHER TRAINING COLLEGE, Szeged, Hungary.

## Personal skills and competences

Mother tongue **Hungarian**

Other language **English**

Understanding		Speaking		Writing	
Listening	Reading	Spoken interaction	Spoken production		
excellent	excellent	excellent	excellent	excellent	
excellent	excellent	excellent	excellent	excellent	

**English**  
**Hungarian**

Social skills and competences Attention to detail, perseverance, patience, timeliness.



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Computer skills and competences	High computer literacy and internet search skills - Extensive use of Trados, - Xbench, for consistency in translation - FineReader, - Copernic Desktop Search, etc.
Artistic skills and competences	Violin (beginner)
Driving licence	UK Driving licence for passenger cars
<b>Additional information</b>	Married.