

# ESZTER PALMER

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## SUMMARY

*As a translator and interpreter, I have built up a reputation with several universities and multinational companies over the past 10 years, and as an owner of a translation agency, I have managed to gain much experience in managing translation projects. I myself have completed translations in a variety of domains, mainly from Hungarian to English, such as finance, sociology, technology, medicine, and chess. I also led the implementation of the memoQ software for ERSTE BANK, Hungary. As a university lecturer, I am recognized for the ability to teach a culturally diverse student population, while developing individualized plans for engineering students at different learning levels with special focus on, among others, AI, big data, 5G, cyber security, smart grid, GDPR, project management, learning techniques, lifelong learning, and environmental issues. I have been a resourceful developer of the curriculum of English for academic purposes; I have built, refined, and tested new curricula throughout the teaching process for four semesters. Also, I mastered in implementing new ERP and accounting systems, monitored changes, and actively carried out problem solving when needed. As an accounting assistant, I had the opportunity to work with many different software related to administration, payroll, and accounting at a London based SME, which made it possible for me to gain an overview on all areas of the company.*

## SKILLS

- CAT software: memoQ, Trados
- Microsoft Office (Word, Excel, and PowerPoint)
- Touch typing
- Language skills:
  - Hungarian (native)
  - English (native level – C2)
  - German (beginner – A2)
- SAP (monitoring purposes - ERSTE)
- B Wise (ERSTE)
- SharePoint (ERSTE)
- KNIME (Data Analysis Tool – CITIBANK)
- Python / PyCharm / Anaconda (basic level – CITIBANK)
- Sage Business (Accounting & Payroll)
- RLB-60 (Payroll Software)
- Accounting software, ACTUAL software

## EXPERIENCE

2023 – present

### **Financial Reporting Senior Analyst**

CITIBANK Europe plc (Budapest)

2021 - 2023

### **Regulatory Specialist**

ERSTE Bank Hungary (Risk Models and Methods, Budapest)

2019 - present

### **Accredited Examiner / English Language Lecturer / Translator / Proofreader**

BME, Budapest University of Technology and Economics

- Accredited Examiner of the BME English language examination for general purposes and BME English language examination for economic purposes accredited by the Hungarian state (B2, C1 levels)
- Evaluate and grade students' class work, assignments, and papers (approximately 12-16 contact hours per week – international students, translators, interpreters)

2019 - present

### **English Teacher of Corporate classes as a freelancer**

- Teach all levels of English as a foreign language with special focus on project management, strategic management, IT, HR, cyber security, AI, data science, environmental issues (ERSTE, Adevinta, Business Lease, CEVA, Holcim, Strabag)

2018 - 2019

### **Financial & Accounts Administrator**

The BOMA Garden Centre (London, UK)

2018

### **Business Support Operations Specialist**

IBM Capital Hungary

2015 - 2018

### **Director (owner), Translator, Interpreter**

PIE World Language School and Translation Services Agency

- Financial management
- Accounting duties
- Liaison with authorities
- Business planning
- Market Research
- HR management
- Project management for translation and interpreting services
- Interpreting
- Translation
- Mentoring teachers

2009 - 2014

**Office Manager & Financial Administrator**

Naplopo Kft – Solar Energy

2006 - 2007

**Personal Assistant**

London

Received incoming calls, carried out daily routine

2005 - 2006

**English Language Teacher**

Almos Vezer Primary and Secondary School

2003 - 2005

**English Language Teacher**

Pesti Barnabas Vocational and Grammar School

2002 - 2003

**Au pair**

London (United Kingdom)

1999 - 2002

**Office Manager & Financial Administrator**

Naplopó Kft – Solar Energy

1997 - 1999

**Chartered Accountant**

## EDUCATION

2021

***Payroll and Social Security Specialist (EQF – level 5)***

PALLAS 70 Oktatasi Kft, Budapest

2020

***Accredited Examiner***

*(General English and English for Economic Purposes)*

Budapest University of Technology and Economics (BME)

2015

***KATEDRA Head Teacher Training***

Katedra Language School, Budapest

2013 - 2015

***Postgraduate Programme in Interpreting and Specialised Translation***

*(EN-HU, HU-EN)*

Budapest University of Technology and Economics (BME)

2008 - 2010

***Human Resource Counselling MA***

University of Pecs

2005

**CELTA**

IH Language School (Budapest)

2000 - 2004

**BA in English**

Berzsenyi Daniel College

2002 - 2003

**Certificate of Proficiency in English**

ELT Language School (United Kingdom– London)

1996 - 1997

**Chartered Accountant Training Programme**

MTESZ