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| Curriculum Vitae |  |
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| Personal information |  |
| First name(s) / Surname(s)  | Adony Zsombor VIGH |
| Address | str. Kossuth Lajos nr. 28, ap.13, Miercurea Ciuc |
| Telephone | Mobile: +40744699386 |  |
| E-mail | translator@vightranslator.com |
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| Nationality | Hungarian |
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| Citizenship | Romanian |
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| Date of birth | July 4th 1981 |
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| Gender | masculine |
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| Work experience |  |
| Dates | December 2008 - present |
| Occupation or position held | Freelancer - translator and interpreter |
| Main activities and responsibilities | Managing my own translation office* The provision of translation and interpretation services in English, Hungarian, Romanian and German
* Promotion activities of the translation office
* Customer relationship
* Managing the translation projects
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| Name and address of employer | Traduceus VGH S.R.L. |
| Type of business or sector | translator and interpreter |
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| Dates | April 2010 - present |
| Occupation or position held | manager |
| Main activities and responsibilities | Managing patent attorney office together with my wife |
| Name and address of employer | Signolex Trademark Registration S.R.L. |
| Type of business or sector | Law and trademark registration |
| Dates | April 2010 - present |
| Occupation or position held | manager |
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| Dates | April 2012 – December 2015 |
| Occupation or position held | Sales director |
| Main activities and responsibilities | Managing the sales team, managing the window fitting team |
| Name and address of employer | S.C. Tectum Company S.A., Miercurea Ciuc |
| Type of business or sector | Construction, selling and fitting PVC windows and doors |
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| Dates | August 2007 – February 2009 |
| Occupation or position held | consultant |
| Main activities and responsibilities | Project management and IT consulting* Project management for an pharmaceutical company in Tg.Mures Romania (6 months)
* Project plan elaboration and update
* Risk analysis
* Elaborating process models
* Client needs assessment
* Controlling of the project deadlines
* Elaborating overall project progress reports, Project Management reports
* Close control of the experts, project teams
* Maintaining close relationship and acting as the main liaison between the international experts and the beneficiary.
* Legal background analysis and elaborating the project documents
* Creating and maintaining the professional on-line forum
* Organization of trainings for clients
* Organizing and coordinating the day to day activities, scheduling meetings and discussions with the client
 |
| Name and address of employer | AAM Management Information Consulting S.R.L., Bucharest |
| Type of business or sector | Project management and IT consulting |
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| Dates | 2003 - January 2005  |
| Occupation or position held | Marketing and project consultant |
| Main activities and responsibilities | Market survey on national levelMonitoring of the project offers and translating them Elaboration of the tender documentsRepresenting the company and merchandising Maintaining relationship with clients |
| Name and address of employer | Tectum Company S.A., Miercurea Ciuc |
| Type of business or sector | Constructions |
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| Dates | 2001-2002 |
| Occupation or position held | Financial consultant |
| Main activities and responsibilities | Client oriented communicationMaintaining relationship with clients Development of the clientelePromoting of the services  |
| Name and address of employer | AIG Life Romania S.A., Timişoara |
| Type of business or sector | Insurance |
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| Education and training |  |
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| Dates | 2008-2009 |
| Title of qualification awarded | Real Estate Appraisals Expert |
| Principal subjects/occupational skills covered | Evaluation of real estate |
| Name and type of organisation providing education and training | National Association of Evaluators from Romania |
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| Dates | 2003-2007 |
| Title of qualification awarded | Economist |
| Principal subjects/occupational skills covered | Economy |
| Name and type of organisation providing education and training | Sapientia Hungarian University of TransylvaniaEconomy and Humanist Sciences, Miercurea Ciuc |
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| Dates | 1999 – 2003 |
| Title of qualification awarded | Master of Arts German - English |
| Principal subjects/occupational skills covered | Faculty of Arts German - English |
| Name and type of organisation providing education and training | University of ”Vest” Timişoara, Faculty of Arts, History and Theology  |
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| Professional trainings | Project management methodologyBPR and Six Sigma trainingClient oriented communication training Public procurement procedure Team building trainings Project writing qualification  |
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| Personal skills and competences |  |
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| **Mother tongue(s)** | Hungarian |
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| Other language(s) |  |
| Self-assessment |  | Understanding | Speaking | Writing |
|  |  | Listening | Reading | Spoken interaction | Listening |  |
| Romanian |  |  | 1 |  | 1 |  | 1 |  | 1 |  | 1 |
| English |  |  | 1 |  | 1 |  | 1 |  | 1 |  | 1 |
| German |  |  | 1 |  | 1 |  | 1 |  | 1 |  | 1 |
|  |  |
| References  | Executing translation projects for international companies like Knauf, Schwenken, Promat, Viacom Hungary, OTP Bank Romania, Richter Gedeon, Sandoz (construction, media, financial and pharmaceutical fields). Executing translation projects for law firms. |
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| Organizational skills and competences | I had lot of work experience with construction and IT projects. That is why I know how important is to provide in time the requested services to the client.  |
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| Computer skills and competences | TRADOS Studio 2015, Trados SDLx, MemoQ, Across, Adobe InDesignSPSS, MS Visio, MS Office, Power Point, Access, MS Project |
| Certificates, association memberships | Translator authorized by the Romanian Ministry of Justice - 2008Translator authorized by the Hungarian Education Office – 2018Member of the Institute of Translation and Interpreting from United Kingdom - 2021 |
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