



Orsolya Hedvig KARDOS

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Please find my CV below for the position of freelance translator. With my extensive experience in legal and economic translation, localization, post-editing and terminology, as well as my knowledge of the operations of EU institutions and my native proficiency in Hungarian, I am confident I can make a valuable contribution to various translation projects.

Skills

- **Delivering:** Ability to work proactively and autonomously, with accuracy, pragmatism, and strong quality management skills.
- **Resilience:** Flexibility and open-mindedness.
- **Computer literacy:** Proficient in CAT tools (Studio, MultiTerm, memoQ, IATE, etc.).
- **Prioritization:** Ability to manage tasks effectively and deliver consistently, even under pressure.
- **Teamwork:** Strong ability to collaborate and work effectively in a team.
- **Willingness to Learn:** Committed to continuous professional development.

Experience

9/2023 – present

Freelance Translator / Self-employed

- Translation of various texts for various Hungarian LSPs from and into Hungarian, Italian and English in the field of law, business, tourism, justice, economy.
- Certified translations for the Hungarian Office for Translation and Attestation.

9/2023 – present

Trainer / ELTE University, Budapest and Technical University, Budapest

- Teaching Italian and English legal and economic translation for translation students at the Technical University of Budapest.
- Teaching economic and legal terminology for MA students in translation and interpreting at ELTE University.
- Member of the Language Exam Board for Italian.

1/2008 – 7/2023

Translator / General Secretariat of the Council of the European Union, DG LING, Hungarian Language Unit, Brussels

- Translation and revision of documents (legal acts, reports, conclusions, statements, web documents, social media and multimedia content etc.)

- Post-editing of MT output
- Software localization (IATE user interface) and subtitling for Council media content.
- Member and terminologist of the functional groups on Economic and Financial Affairs and Justice and Home Affairs.
- Duty terminologist for the unit on a rotating basis, providing terminology support and IATE helpline assistance to staff.
- Development, provision, and organization of multiple terminology training sessions.
- Organization of bi-monthly inter-institutional terminology videoconferences to coordinate with counterparts in other EU institutions.
- Maintenance of the unit's terminology pages on SharePoint and creation of a terminology newsletter.
- Direct support in the multipurpose room during ongoing European Council meetings.
- Member of a daily standby team.
- Mentoring of new colleagues.
- Temporary replacement of the Quality Controller in their absence.
- Represented the Council at terminology-related events (Terminology Summer School, Translating Europe Workshop).
- Seconded several times to the Terminology Coordination Unit of the GSC as a terminology coordinator.

8/2006 – 12/2007

Language and Translation Teacher / Technical University, Budapest

- Taught Italian language to BA and MA students in Engineering.
- Taught Italian and German translation to translation students.
- Taught terminology to translation students.
- Developed teaching materials and curricula for translator training programs.
- Member of the Language Exam Board for Italian.

3/2006 – 9/2006

Italian Translator and Interpreter / Inter-Európa Bank, Budapest

- Translated internal documents (various reports, contracts, financial statements) from Hungarian to Italian and vice versa.
- Provided interpretation services during meetings of the Supervisory Board and the Presidency.

9/2004 – 3/2006

German and Italian Freelance Translator / Self-employed

- Translated from and into German, Italian, and Hungarian in the fields of EU policies, law, and finance.

2/2001 – 5/2002

Project Manager Assistant / AIG/Lincoln, Budapest

- Performed various organizational and administrative tasks.
- Worked in a multinational company with English as the common working language.

Education and training

3/2021 - 7/2021

Certified internal Council trainer (levels 1 and 2)/ EU Learn (online training)

Skills, techniques and confidence in course planning and writing and presentation.

9/2017 - 1/2018

ECQA Certified Terminology Manager / TermNet, Wien, Austria (online training)

Theory and practice of terminology, database structure, principles of terminology management, how to structure and ensure the quality of terminological entries, internationalization, globalization, localization, and managing terminology projects.

9/2003 - 6/2004

MA in Translation (Hungarian, German and Italian) / Technical University, Budapest, Hungary and Université Marc Bloch, Strasbourg, France

Translation and consecutive interpretation in German, Italian and Hungarian (from and into), specialization in economic and social affairs. Official Diploma of partner University Marc Bloch in Strasbourg.

9/2001 - 6/2005

Bachelor's Degree in Economy / University of Hagen, Hagen, Germany

Studies in micro- and macroeconomics, consumer and company law. Completed Basic Studies (Grundstudium). Distance learning in the German language.

9/2001 - 6/2004

PhD in Romance Linguistics / Eötvös Loránd University, Budapest, Hungary

PhD thesis on selection criteria of basic vocabularies of Italian and their application in teaching of Italian as a foreign language. Several scholarships for research in lexicology/lexicography with specific focus on frequency and basic dictionaries for didactic purposes at La Sapienza University, Rome.

9/1996 - 6/2001

MA in Italian Language and Literature / Eötvös Loránd University, Budapest, Hungary

Italian linguistics, literature, history, and culture; teaching Italian as a foreign language. Erasmus scholarship at La Sapienza University, Rome, specializing in lexicology.

Languages

Mother tongue – Hungarian

Working languages – English (C1), Italian (C1), German (C1), French (B2)

Publications and membership

For publications see: <https://m2.mtmt.hu/gui2/> - author: *Kardos Orsolya Hedvig* (nyelvészet)

Membership: member of public body of **Hungarian Academy of Sciences, Linguistics Section.**