



Personal information

First name / Surname **JÁNOS VAJDA**
Address Kloosterstraat 3, 3620 Gellik, Belgium
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Nationality Hungarian

Work experience

Dates	2000 – present
Occupation or position held	Freelance Translator (English - Hungarian) (part-time)
Main activities and responsibilities	<ul style="list-style-type: none">- Provides translation services to various agencies, both Hungarian and foreign including Capita Translation and Interpreting (UK), Medtronic (The Netherlands), Lifeline Language Services (UK), Caterpillar Inc. (USA), eSie Trans (Germany), DAT France (France), Avanti (the Netherlands), COWI Magyarország Kft. (Hungary), Compass Languages (USA), Scriptware (the Netherlands), Web-Lingo (South Africa), Etymax (UK), Media Consulta International Ltd. (Malta), Miranda Translation Services (Belgium), Hungarian Science and Technology Foundation (Hungary), etc.- CAT tools used: SDL Trados Studio 2014, MemoQ, Medtronic TM Tool, Déjà vu, Passolo, SDLX
Specialist fields	Medicine, technical (machinery, automotive), literature
Type of business or sector	Localization
Dates	July 2008 – May 2012
Occupation or position held	Linguistic Specialist (Hungarian) (part-time)
Main activities and responsibilities	<ul style="list-style-type: none">- Managing the translation process of the technical literature of the world's largest medical technology company from English into Hungarian including the assignment of translation projects, review of the translated materials, managing the proofreading procedure etc.
Name and address of employer	Medtronic Bakken Research Center B.V. Endepolsdomein 5 6229 GW Maastricht The Netherlands
Type of business or sector	Localization

Dates	01 June 2002 – 30 June 2008
Occupation or position held	Head of Department, Office for EU Projects and Grants
Main activities and responsibilities	<ul style="list-style-type: none"> - Managed the office and coordinated the work of a team of three people, wrote grant applications - Participated in the preparation of a proposal entitled MOLMEDREX funded by the 7th Framework Programme and coordinated by the University of Debrecen - Contributed to the preparation and initial management of the project RuralJobs funded by the 7th Framework Programme and coordinated by the University of Debrecen - Involved in the management of RTD projects funded by the 6th Framework Programme of the EU (REGinNET, Hungary for FP6, MOBILIS) including the organization of information events, trainings and workshops, representation of the university at project meetings and other events, management of the design and maintenance of the website of the Grants Office, etc. - Provided assistance to researchers of the university in EU grants management - Maintained contacts with other stakeholders both in Hungary and abroad including funders, EU officials, multipliers, etc.
Name and address of employer	University of Debrecen Egyetem tér 1. H -4032 Debrecen, Hungary
Type of business or sector	Higher Education, Research
Dates	01 October 1999 – 31 May 2008
Occupation or position held	Programme Co-ordinator, Regional Information Centre
Main activities and responsibilities	<ul style="list-style-type: none"> - Disseminated information required to assist researchers, research teams, SME's, etc. in the region to participate in the 5th and 6th Framework Programme of the EU - Assisted in proposal writing - Maintained the website of the Regional Information Centre - Initiated in the organisation of the Translation Centre of the University of Debrecen that provided translation services to the European Commission following the favourable evaluation of a tender submitted in response to a competitive call for tenders
Name and address of employer	University of Debrecen Egyetem tér 1. H -4032 Debrecen, Hungary
Type of business or sector	Higher Education, Research
Dates	01 October 1995 –30 September 1999
Occupation or position held	Commercial Officer
Main activities and responsibilities	<ul style="list-style-type: none"> - Assisted Thai companies in identifying potential business partners in Hungary - Translated business, legal and technical texts into/from Hungarian - Interpreted at business and official meetings
Name and address of employer	Office of Commercial Affairs, Royal Thai Embassy, Budapest Józsefhegyi út 28-30. H -1025 Budapest, Hungary
Type of business or sector	Government

Education and training

Dates 1989-1994

Title of qualification awarded M.A. Teacher of English and History

Name and type of organisation providing education and training Kossuth Lajos University of Arts and Sciences, Debrecen, Hungary (*known as University of Debrecen as of 2000*)

Dates 2004-2007

Trainings specific to the Framework Programmes

I have participated in a number short term trainings related to proposal writing and project management. The most important one are listed below:

- Budapest, Hungary, 7-8 September 2004: How to negotiate, manage and administer FP5 and FP6 contracts
- Várna, Bulgaria, 9-10 May 2005: Specialised training on finance and reporting and Marie Curie Fellowships in FP6
- Pécs, Hungary, 19-20 October 2005: How to deal with the negotiation process preparation of CPFs, Description of Work, Consortium Agreement, Contract with the European Commission
- Prague, Czech Republic, 14-17 May 2006: Proposal writing
- Roznov, Czech Republic, 10-11 April 2007: 7th Framework Programme, FP6 project auditing, final reporting
- Budapest, Hungary 11-12 February 2007: FP7 proposal writing and evaluation

Personal skills and competences

Mother tongue(s) **Hungarian**

Other language(s) **English**

Self-assessment

English

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user

(*) *Common European Framework of Reference for Languages*

Social skills and competences

I have worked in various types of teams from small work teams to diverse European networks, and I have experience in working in an international environment. During the implementation of projects I have had the opportunity to work with colleagues from different European countries and to take part in several international workshops and meetings.

Organisational skills and competences

I have good organizational competences. I have organized many workshops, meetings and information days related to various aspects of the framework programmes, ie. information on current calls for proposals for potential proposers, management issues for financial experts etc.

Computer skills

Competent with most Microsoft Office programmes. Experience in using HTML-editors, and applications used in computer-aided translation (CAT tools, e.g. SDL Trados, MemoQ, Déjà vu, Passolo, SDLX).

Driving licence

Holds a driving licence (categories A, B, C)

Additional information

OTHER EDUCATION

During the management of projects I participated in two staff exchange programmes.

- Staff exchange in Rome, Italy May 2007 (Agency for the Promotion of European Research)
- Staff exchange in Valladolid, Spain March 2006 (CARTIF Technology Centre)

PERSONAL INTERESTS

- tennis, cycling