

# András Keresztes

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## Personal statement

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A linguist and translator by training with 10 years' experience in Hungarian oil exploration and production, in secretarial and linguistic roles, as well as 2 years' in Public Relations and 2 years in media intelligence. Currently working as a conscientious and professional media intelligence project leader and key account manager, as well as a part-time freelance translator, whose thorough and detail-oriented approach has yielded excellent results. Recent achievements include the translation of the 200-page user manual of a dental surgical navigation system, along with the localisation of the system's user interface from English into Hungarian.

## Key Skills

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- Excellent command of English, both spoken and written
- Proficiency in all areas of Microsoft Office, including Excel, Word and PowerPoint
- Excellent communication skills, both written and verbal
- Qualified specialised translator in the field of economics (English-Hungarian-English)
- Proficiency of French (C1), both spoken and written
- Proficiency of Italian (C1), both spoken and written

## Employment History

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### **Project Leader and Key Account Manager, TranzPress Ltd Budapest**

*(July 2016 – Present)*

Achievements and responsibilities:

- Written, compiled and supervised the preparation of a 200+ page English language bid, which earned the agency a 4-year media monitoring contract with the European Parliament
- Writing and quality assurance of English language summaries of media items appearing in the Hungarian media and relevant to the European Parliament (EP) and the Members of the EP
- Project and account management for the European Parliament Information Office in Budapest
- Coordinating and managing the EP media monitoring team consisting of in-house staff and outside contractors
- Providing quantitative and qualitative media analyses of the EP's plenary sessions, involving a thorough study of how the plenary's key topics were angled by the Hungarian media.
- Translation and proofreading

## **Executive Assistant / Interpreter / Translator, Magyar Horizont Energia Kft / Aspect Holdings LLC Budapest**

*(March 2009 – November 2015)*

Responsibilities:

- Translating business, legal and technical (in all areas of the petroleum upstream industry) materials for the US management, the US operations manager and the departments of the Hungarian subsidiary, its business partners, correspondence between the US management and Hungarian government organisations etc.
- Interpreting in technical and business meetings and drill-site visits between the US management and Hungarian employees, business partners, petroleum industry specialists, bankers etc.
- Processing contractors' invoices, carrying them through the company's accounts payable invoice approval process
- Managing incoming phone calls and mail
- Monitoring the Hungarian media to assist US management in decision making
- Coordinating the company's sponsorship activity

## **Executive Assistant / Interpreter / Translator, Blue Star '95 Kft / Matra Petroleum Plc**

*(November 2005 – March 2009)*

Responsibilities:

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- Translating business, legal and technical (in all areas of the petroleum upstream industry) materials for the UK management, the British country manager and contractors of the Hungarian subsidiary, its business partners. Business correspondence between the UK management and Hungarian government organisations etc.
- Interpreting in technical and business meetings and field visits between the UK management and Hungarian employees, business partners, petroleum industry specialists
- Heading a small team of Hungarian employees and managing the Budapest office
- Procuring drilling and completion materials and negotiating prices with suppliers
- Writing environmental and drilling applications and reports to Hungarian mining authorities

## **Public Relations Assistant, Saatchi & Saatchi Budapest**

*(January 2003 – November 2005)*

Responsibilities:

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- Daily media monitoring and writing English and Hungarian summaries of items from the Hungarian media for FMCG and consumer electronics clients of the agency.
- Writing monthly media analyses and reports in English and Hungarian pointing out the principal stories of the month
- Writing clients' press releases
- Keeping contact with journalists and organising press events
- Translating and interpreting

## **Education**

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**Teacher of English as a Foreign Language, Eötvös Loránd University  
Budapest**

*(September 1999 – January 2003)*

**Qualifications**

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**Specialised translator in the field of economics (HU-EN, EN-HU), Eötvös  
Loránd University Department of Translation and Interpreting**

*Jan 2017*

**Fields of Specialisation as Freelance Translator**

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- Oil & Gas (Exploration & Production)
- Economics
- EU
- Marketing/PR
- Medical Technology (Translation of the user manual of 3D dental surgical navigation system X-Guide and localisation of its user interface)

**Hobbies & Interests**

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Passionate about jazz music and playing jazz piano.

**References**

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References are available upon request.