



Curriculum Vitae

NAME: **Balázs Dániel Harcz**
DATE/PLACE OF BIRTH: **March 11th, 1975, Budapest, Hungary**
NATIONALITY: **Austrian - Hungarian**
MARITAL STATUS: **Single**
COMPANY: **HARCZ & PARTNER, LTD. Translation Company**
POSITION: **Head linguist, translator, editor, proofreader**
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TRANSLATION WEBSITES:

<http://www.translationcompany.org>
<http://www.icelandictranslator.net>

FACEBOOK PROFILE: <https://www.facebook.com/daniel.b.harcz>

PHOTOGRAPHY PAGE: <https://www.facebook.com/media/set/?set=a.10207352204141534&type=3>

PHILOSOPHY WEBPAGE: <https://www.facebook.com/purposeofexistence/>

KEY POINTS:

- ▶ I speak English at near-native level due to extended stays in the USA and the United Kingdom, and my studies in the Department of English Language and Literature at ELTE University, Budapest.
- ▶ Vast experience as a full-time, professional translator and interpreter, entrusted with long-term and high-stakes projects, earning a regular client base.
- ▶ I started a translation company, HARCZ & PARTNER Ltd., as a fresh college graduate, which now holds a significant share of the Hungarian translations market, with a thriving growth rate and a distinguished client portfolio, including many repeat clients.

OBJECTIVE: To carry out projects requiring exceptional linguistic expertise, such as:

- **Translation projects** from English into Hungarian and Hungarian into English.
- **Telephone interpretation assignments** (between English and Hungarian).
- **Full-scale translation project management** involving any language (through Harcz & Partner Ltd. Translation Company).
- **Creative writing** (e.g. speeches, presentations, letters, books, studies).
- **Localization** and website translation.
- **Transcription** in English and Hungarian (i.e. retyping of handwritten texts and audios).
- **Press watching** in Hungarian, English and German.
- **Ghostwriting** in English and Hungarian.
- **Proofreading and editing** in English and Hungarian.
- **News editing** (English, Hungarian).
- **Machine translation post-editing (MTPE)** in English and Hungarian.
- **Literary translation** (Hungarian < > English).
- **Company management, interim company management.**
- **Any other language-related role** that matches my expertise and background.

LANGUAGES:

- Hungarian (native)
- English (near-native fluency in writing and orally)
- German (fluent)

EDUCATION:

1998: Hungarian National Training Center **Advanced Tour Guide Certification** – English and German

1993-1998: Eötvös Lóránd University, Budapest Department of English Language and Literature (DELL)

Master of Arts in English Literary Translation (1998)

Secondary School Teacher's Certification (1998)

Master of Arts in English / Specialization in English Historical Linguistics (1998)

1989–1993: Apáczai Csere János Grammar School

High School Diploma (1993) English distinction, distinguished track and field competitor

5th Place Achievement Award for English (1993) Hungarian National Academic

Competition (OKTV)

SOFTWARE: Windows 10, Adobe Acrobat Professional, Microsoft Office 2017.

CERTIFICATIONS:

- Type-B driving license (obtained in August, 2002).
- Advanced-level, type-C (written + oral) state language examination for English.
- Intermediate-level, type-C (written + oral) state language examination for German.

SKILLS and ATTRIBUTES:

- Highly efficient person.
- Technological fluency.
- Exceptional communication and organizational skills.
- Creative and flexible.
- Single with no children.
- Flourishes under pressure.

ARTICLES PUBLISHED:

- Essay on ethics and empathy in the translation industry (*Multilingual*, 2007)
- Essay on agency specialisation (*Multilingual*, 2010)
- Essay on translation agency database management (*Multilingual*, 2011)
- Essay on risktaking in the translation industry (*Multilingual*, 2016)
- Altogether **11 articles** (average length: 1800 words) **published** in the American periodical *Multilingual* between 2006 and 2017, each article discussed matters related to the international translation industry. Some of the articles were of a purely theoretical nature.

PROFESSIONAL BACKGROUND:

I have been involved in professional translation since 1997, working as a full-time translator and interpreter since graduating in 1998. I have worked on a regular basis for several foreign and Hungarian clients, including translation agencies and direct clients. I have interpreted for the President of Hungary, Mr. Ferenc Mádl, and the Minister of the Interior, Mr. Sándor Pintér. I also provided interpretation services at a Ministry of Health conference held in the Hungarian parliament in 2001..

Over the years, I have translated countless **contracts, business letters, agreements, handbooks, patient handouts, certificates, legal documents, meeting minutes, corporate resolutions, newspaper articles, patents, banking documents, three books and various other scripts and texts.**

I translated the book *Conserving Hungary's Heritage* from Hungarian into English (The Naturalist Publishing House, 1999).

In 2019, I translated the 100-page Macroscopic Magazine from Hungarian into American English.

I also served as the interpreter for ABN Amro Insurance Company for a year and a half. For six years, I have provided the translations of the Court Decisions of HVG ORAC Legal Publishing House from Hungarian into English on a monthly basis, and my translation agency, Harcz & Partner Ltd., has had them translated into German as well.

I have acted as the managing director and project manager for the translation department of Harcz & Partner, Ltd. for twenty-one years and have developed wide-ranging, *bona fide* management skills as a result.

Invoicing Procedures:

My company works within the bounds of our family-owned business, Harcz & Partner Ltd., and the company works as a subcontractor for its translation agency clients. Thus, clients are invoiced by Harcz & Partner Ltd. Translation Company.

Deadlines:

Tight deadlines do not pose a problem, and do not deduct from performance quality. If a high-quality translation can not be produced within the client's proposed deadline, I decline the project so as not to sacrifice the quality associated with my company,

International, professional references are available upon request.

I look forward to collaborating with you and/or your firm in the exciting field of precision translations.

Sincerely,

23rd, September, 2020, Budapest, Hungary

Balázs Dániel Harcz