

Andrea Zsoldos

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Introduction

Until the end of her mandate, July 2019, I worked as an accredited parliamentary assistant and lawyer of a Hungarian Member of the European Parliament. After my maternity leave, I would like to find new challenges for my career path. I am mainly interested in distant or flexible work with occasional travel.

Education

COMMON LAW AND ENGLISH LEGAL TRANSLATION LL.M PROGRAM | 2020-2022 | UNIVERSITY OF SZEGED, FACULTY OF LAW

BAR EXAM | 2009 | MINISTRY OF JUSTICE BUDAPEST, HUNGARY

DOCTOR OF LAW (JD) | 2000-2005 | UNIVERSITY OF PÉCS, FACULTY OF LAW

GRADUATION | 1994-2000 | TELEKI BLANKA HIGH SCHOOL SZÉKESFEHÉRVÁR, HUNGARY

Experience

SELF-EMPLOYED LEGAL TRANSLATOR | OCTOBER 2022 -

Launching my own start-up business activity in translation, especially in legal translation

ASSISTANT | MULTICLINIC AND LUANG MY SAY DENTAL CENTERS IN COURCELLES (CHARLEROI), PART-TIME | MARCH 2022 -

Preparing patients for dental work; helping with infection control by sterilizing and disinfecting instruments, setting up instrument trays, preparing materials, and assisting with dental procedures; scheduling appointments, filing and record keeping

CAREER BREAK FOR MATERNITY LEAVE AND DISTANT EDUCATION AT UNIVERSITY | JULY 2019 - MARCH 2022

Spending this extended period of maternity leave to bring up my daughter until she was old enough to start nursery school. Starting a distance learning program at a Hungarian university. Regularly volunteering to translate medical articles from English into Hungarian for medical doctors

ACCREDITED PARLIAMENTARY ASSISTANT, LAWYER | EUROPEAN PARLIAMENT, BRUSSELS, BELGIUM | OCTOBER 2012 - JULY 2019

Fulfilling the position as head of office of a Hungarian Member of the European Parliament; administrative duties, representation; arranging executive meetings, making travel reservations; screening all executive correspondence;

Conducting extensive legal researches on the field of criminal law and European law; collection and processing of anonymised court decisions;

Drafting and correction of press statements, communications, managing of social media, Facebook and website-posts;

Acquaintance with the essentials of administrative and qualitative functions related to the law-making process; insight into the work of the EU institutions;

Participation in the legislative process at committee level: contributions to other areas of the parliamentary work of the MEP – particularly in the FEMM, LIBE and EMPL Committees;

Experiences in consultation with Hungarian and foreign authorities;

Assistance during plenary sessions in Strasbourg and Brussels, coordinating the distribution of voting lists;

Organising and managing hearings, conferences and forums;

Translation and proofreading

INTERN | FEDERAL MINISTRY OF THE INTERIOR IN BONN, GERMANY | SEPTEMBER 2011 – DECEMBER 2011

Translating draft documents; preparing and carrying out workshop related to German sport federations; assisting at drafting legal opinions and participation in committee meetings

LEGAL ADVISER | GOVERNMENT OFFICE FOR FEJÉR COUNTY IN SZÉKESFEHÉRVÁR, HUNGARY | FEBRUARY 2007 – SEPTEMBER 2012

Legal representation of the government office, drafting resolutions and authoritative legal opinions;

Controlling local authorities, processing of appeals, preparing and filing legal documents, such as lawsuits, decisions; interpreting laws, rulings, and regulations for local public administrations;

Organisation of EU-funded ROP trainings

LAWYER, COMMERCIAL AND MARKETING ASSISTANT | REHAB LTD. IN BUDAPEST, HUNGARY | SEPTEMBER 2005 – FEBRUARY 2007

Translations of brochures and contracts, representing, preparation of contract documents, contacting and correspondence with international partners;

Coordinating the production of a wide range of marketing communications tools; conducting market research of rehabilitation products;

Managing and organising exhibition events and meetings;

Supporting the work of the corporate attorneys in the field of labor law and corporate law

Hard and soft skills

Administration, research, language skills, proofreading and translation; competent with most Microsoft Office and Apple software programs; social media; high level of knowledge of the EU institutions

Reliability; accurate, independent work, good organisational ability, control capability, problem solving thinking; voluntary work; perseverance; good sense of humour; creativity; lifelong learning

Language skills

HUNGARIAN	ENGLISH	GERMAN	FRENCH	DUTCH
native	C1 – fluent	C1 – fluent	B2 – independent user	beginner