



Europass Curriculum Vitae

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Project acronym

REVLAB

Abbreviated name of the organization

SZTE

Personal information

First name(s) / Surname(s)

Kinga / Gaál-Lajtos

Address(es)

13. Föltámadás str. 6724 Szeged

Telephone(s)

+36-62/54-6789

Mobile:

Fax(es)

E-mail

gaal-lajtos.kinga@gmf.u-szeged.hu

Nationality

Hungarian

Date of birth

22/06/1982

Gender

Female

Position / role In the project

Work experience

Dates

01 March 2012 →

Occupation or position held

Grant rapporteur

Main activities and responsibilities

As a grant rapporteur my task is to prepare the financial reports of awarded tenders for different faculties of the University of Szeged, liaison with the project management, or the involving organizations, other operational tasks related to the grants, project management required during the projects. (grant application packages, on-site inspections expert support, etc.)

Name and address of employer

University of Szeged – Business and Operation Management, Pályázatkezelői Iroda
1. Rákóczi tér, 6722 Szeged (Hungary)

Type of business or sector

Dates

28. March 2006 – 29. February 2012

Occupation or position held

project coordinator

Main activities and responsibilities

My role was to find and write the European Union and national supported projects and grants what promote the smooth operation of the Foundation, than a complete managing of the awarded projects, professional and financial reporting and other administrative tasks. My task included the preparation of the content of technical and financial proposals and the application dossier, helping in the contracting and professional preparation of the financial reports. My task was also managing projects, organizing domestic and international events. Problem analysis under project preparation, analysis and comparison of alternatives, formulation of recommendations. Regular reports and evaluation of the project. Partnership conducting negotiations, preparation of tenders and contracting process and to find potential partners.

I regularly held training sessions and developed professional materials.

Name and address of employer

Junior Achievement Hungary
12. Petőfi Sándor sgt., 6722 Szeged (Hungary)

Type of business or sector



Hungary-Serbia

IPA Cross-border Co-operation Programme



The Programme is co-financed by the
European Union

Education and training

Dates	2000 - 2004
Title of qualification awarded	Entrepreneurial engineer manager
Principal subjects/occupational skills covered	Economy, marketing, management, financial studies
Name and type of organisation providing education and training	University of Szeged Szegedi Élelmiszeripari Főiskolai Kar (College) 7.Mars tér, 6724 Szeged (Hungary)
Level in national or international classification	
Dates	2002 - 2004
Title of qualification awarded	Regional development manager
Principal subjects/occupational skills covered	Economy, regional marketing and management
Name and type of organisation providing education and training	University of Szeged Szegedi Élelmiszeripari Főiskolai Kar (College) 7.Mars tér, 6724 Szeged (Hungary)
Level in national or international classification	
Dates	2006
Title of qualification awarded	The Environment and The Economy Institute – advanced studies
Principal subjects/occupational skills covered	Economics
Name and type of organisation providing education and training	Foundation for Teaching Economics 260 Russell Blvd, Suite B, CA 95616-3839 Davis (USA)
Level in national or international classification	



**Personal skills and
competences**

Mother tongue(s) **Hungarian**

Other language(s)

Self-assessment

European level (*)

Language

Language

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C2	Master user	C1	Master user	B2	Independent user	B1	Independent user	C1	Master user

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

Social skills and competences

Organisational skills and
competences

Technical skills and
competences

Computer skills and
competences

Microsoft Office™ (Word™, Excel™, PowerPoint™)

Artistic skills and competences

Other skills and competences

Excellent problem solver who is results-driven. Practical managerial and human relations experience. Several years of experience in high-risk, time critical environments. Self-motivated with excellent oral and written communication skills displayed through personal interaction, briefings, presentations, and written correspondence.

Driving licence

Category B

Additional information

Some applications, in which I was take part in: application schemes 2004-2006: Human Resources Development Operational Programme (Measure 2.2.1), application schemes from 2007 to 2010: Social Renewal Operational Programme (Measure 5.2.5), Small and Medium Enterprise Target, SCO: Sister City and Partnership Block Grant, European Territorial Cooperation Programmes in Hungary – Slovakia, Hungary – Romania, Hungary - Serbia Cross-border Co-operation Programme 2007-2013.

Annexes



Signature