

VIKTÓRIA JUHÁSZ

WORK EXPERIENCE

SENIOR AVIATION EXAMINATION SPECIALIST

KAV Kft.

2023 nov - Ongoing

- Managing Matters Concerning the Administration of Aviation
- Theoretical Exam Organization
- Management and development of IT systems and databases related to aviation examinations
- Developing and maintaining standards for aeronautical examinations
- Developing the methodology for the Various Aviation Examinations
- Liaising with training organisations
- Process Financial Transactions in Management System

DEPARTMENT ASSISTANT

Bosch Hungary

2022-2023

- Supporting and Managing Bosch Websites
- Visual Creation
 - Department's Internal Communication
 - Flyers, Internal Posts
- Event Management
- HR Focus Group Related Issues
 - Training Material Creation
 - Onboarding
- Handling Department Topics
- Handling Full-time Employees' and Trainees' Time Management

TEACHER

2021-2023

ELTE Trefort Ágoston Gyakoroló Gimnázium

- Teaching English and Hungarian Language and Culture
- Managing Groups
- Developed Critical Thinking, Communication, Organization and Time Management Skills

GOVERNMENT COMMUNICATION OFFICER

NISZ Zrt.

2019-2021

- Knowledge and Use of Legislation
- Information Based on Legislation
- Information in English and Hungarian
- Managing Matters Concerning the Administration of
 - Individual Enterprises and Firms
 - Vehicle Administration
 - Moral Certificate Information
 - Coronavirus Employment Law Information



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EDUCATION HISTORY

Master's Degree

Eötvös Loránd University

- Master's Degree: Undivided Teacher Training Programme
- English and Hungarian Language and Culture majors

Languages

- English - C1
- Hungarian - Native speaker

SKILLS

Time Management

Problem Solving

Attention to Detail

Teamwork

Organization