

PERSONAL INFORMATION



LAURA IUGA

38 years

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I am currently working as a digital archivist for the Hungarian National Digital Archive. Before that, I have been two years on maternity leave. My past work experiences are mainly in Office Administration, Data management and Upload, Pre-accounting, Organization and language related works. As I hold a Master's degree in Media Art, I also worked as an Art teacher and I regularly completed web designs projects. I speak Hungarian, French, English and Romanian. I'm well organized, flexible and precise.

WORK EXPERIENCE

2018. September –

DIGITAL ARCHIVIST

Forum Hungaricum Nonprofit Kft.

Employed by Forum Hungaricum, I'm working for the National Evangelical Collection and Archive. My work consists in scanning, running and correcting the Optical Character Recognition on text records, and after that preparing and uploading them for public access.

[Hungarian National Digital Archive >>](#)

2015. August – 2016. March

OFFICE ADMINISTRATOR/ WEB DESIGNER of InSitu

Courtial Alexis french teacher, translator

My main tasks were to handle invoicing, data management, accounting, visual teaching aids, web design and small translations from French into Hungarian language.

[InSitu website >>](#)

2015. January – August

MOTION PICTURE AND ANIMATION TEACHER

Szinapszis Secondary School – National Qualifications Register

2014/ 2013. April – September

PROJECT COORDINATOR, ANIMATOR, GRAPHIC DESIGNER

Lemma Cultural Association – „Time Capsule” and „Island of Delights” projects / Sziget Festival

As president of the Lemma Cultural Association I was the concept owner, coordinator and organizer of the projects made at Sziget Festival – NGO Island. The 3-days workshops/ performances involved 108 participants in 2013 and 240 in 2014.

[Time Capsule blog >>](#) [Island of Delights blog >>](#)

2011. February – May

WEB DESIGNER, DATABASE UPLOAD

French Institute of Budapest – trilingual Administrative Glossary

I took part in the creation of a trilingual Administrative Glossary for French Institute of Budapest. Formats: online website and miniCD-ROM.

2010 – 2013

ADMINISTRATIVE ASSISTANT, DESIGNER, PHOTOGRAPHER

Professeur de Français – Administration, Webpage, Photography

I worked for a French private entrepreneur as an administrative assistant preparing visual teaching aids, web design and small translations from French into Hungarian language. In the same time, I was the contact person.

2009. June – October **DATABASE UP-LOADER, VIDEO QUALITY CONTROLLER**
Foundation C³ – Video Archive and Media Art Collection Catalog

As a co-worker of the Foundation C³ | Center for Culture and Communication I took part in the realization of an online archive about media art and video art. The data upload and quality revision of the video material was my responsibility.

[C³ - Video Archive and Media Art Collection Catalog >>](#)

2009. March – April **ARTISTIC CO-WORKER**
Léna Roselli Gallery

For Léna Roselli Art Gallery I did a study (search for artists, collecting data and reproductions) about contemporary artists operating on Russian-speaking areas. I also made small translations from English into Hungarian.

2005 – **FREELANCER**
 I work as a freelancer in web design and editing, graphic design, video editing.

EDUCATION

2001. October – 2007. June **MEDIA ARTIST DIPLOMA (MA)** — *Intermedia Department*
Hungarian University of Fine Arts, Budapest

CREATIVE SKILLS

Graphic	• webpage, publication, flyer, logo design.			
Audio-Video	• cameraman and video editor; experience in video conversion, digitization, subtitling.			
Other	• free-hand drawing, painting, photography, sculpting, blog and social media operator.			
image editing software	Fireworks	Illustrator	InDesign	Photoshop
video editing software	After Effects	Premiere	Sony Vegas	
other	Acrobat	Social media manager	HTML, CSS	MS office, Excel

PERSONAL SKILLS

Foreign languages	French	English	Romanian
	Intermediate (B2)	Advanced (C1)	Advanced (C2)

Communication skills • As animator, project coordinator and sales person I gained good experience in written and spoken communication in Hungarian, English, French and Romanian languages.

Organisational/Leading skills • I manage the Lemma Cultural Association since 2010, I also organize team projects and coordinate them.

Other skills • Invoicing, stock-taking, scanning, data management, audio material typing, subtitle translating (English-Hungarian).

SCHOLARSHIP

2002 – 2003	Soros Supplementary Grant
2001 – 2006	Pro Professione Foundation Scholarship

VOLUNTEERING

2005	MediaWave — International Film Festival, Győr, Hu
1995 – 1998	AnnART — International Living Art Festival, St. Ann Lake, Ro

MEMBERSHIP

president since 2010	LEMMA Cultural Association
member since 2009	MAOE — Association of Hungarian Artists