EVA CZAKO

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EDUCATION

Solent University, Southampton UK
MSc in Data Analytics Engineering   Oct **2021**

Obuda University (former Budapest Tech Polytechnical Institution), Budapest Hungary
MA in Teaching of Engineering   Feb **2013**
BSc (Hons) in Engineering Management, Corporate Management Major - Cum. GPA 2:2   Jun **2008**

Kemi-Tornio University of Applied Science, Tornio Finland
Erasmus Scholarship in Business Management   Jan - May **2008**

WORK EXPERIENCE

Hampshire County Council, Adults' and Health Care, Winchester UK
Senior Administrative Assistant   May **2018** - Sep **2019**

- entered **sensitive** client **data** into the HCC databases; edited and updated client records
- **organised** training **events**, administered of the Learning Management System
- **liaised with** internal and external **clients** via email and phone
- managed general admin duties

Colten Care, Abbotts Barton Nursing Home, Winchester UK
Domestic Assistant   Mar **2016 -** Aug **2017**

BUPA, Bereweeke Court Nursing Home, Winchester UK
Kitchen Assistant   Aug **2014 -** Feb **2016**

John Wesley Theological College, Budapest Hungary
Project Support Officer / Student Support Officer   Oct **2008** - Jun **2013**

- provided **client-focused customer service** to students
- maintained digital and manual student records
- **coordinated** and managed a **2 years** long school **project** - planned, **developed** and **maintained database**; collected, managed and **analysed data**; **monitored** the project; **engaged with stakeholders**; managed budget
- liaised with partner organizations
- **organised curriculum** and **timetables**
- created and maintained e-learning modules (Moodle), taught and consulted

PROFESSIONAL MEMBERSHIPS

- Member of Solent Computing Society
- Student Member of the British Computer Society
- Student Member of Association for Project Management

ACTIVITIES

TechTogether Boston Virtual Hackathon by MLH (Major League Hacking)   6-8 Nov **2020**
- **Best Wellness Hack WINNER** idea and design

Technology Internship Experience by Bright Network (Online Internship Programme)   Aug **2020**

Event Organiser of Solent Computing Society at Solent University, Southampton UK   Aug 2020 - **present**
- collected relevant virtual events and available opportunities and shared with society members

Volunteer Teaching Assistant at Hungarian Community School, Southampton UK   Sep **2005** - **present**
- introduced the **Hungarian language** and **culture** and helped to absorb it for a
- group of (10-15) children, age between 4-14 years, in every month in term time

Co-Founder and Marketing Leader of Janossy Ferenc College for Advanced Studies   Aug **2006 -** Jun **2008**
at Obuda University, Budapest Hungary
- designed the instruction **complete corporate style**, built and maintained website
- arranged, organised, conducted of workshops and conferences

Professional Practice - Work Experience at Obuda University, Budapest Hungary   Jan - Jun **2007**
- delivered a 15 week-long professional business and technology field practice

KEY SKILLS

- **proficient MS Office™** (2010-O365) Word, Excel, PowerPoint, Outlook, Access; basic SharePoint
- operate various SAP systems
- basic knowledge of JS, PHP, R
- intermediate **HTML, CSS, SQL, MySQL, SQLite, Python**
- basic graphic design knowledge
- **database management**
- project management

- highly motivated with a **'can-do' attitude**
- responsible
- efficient
- flexible
- team player
- able to work on own initiative
- **a keen eye for details**
- eager to meet challenges
- **quickly assimilate new concepts**

- **strong problem-solving skills**
- effective interpersonal and communication skills
- excellent organisational and prioritisation skills
- fluent in English and **Hungarian** (native)

INTERESTS

Travelling, cycling, indoor wall climbing, dance, yoga, mind-fullness, **neuroscience**, non-verbal communication, listening to music and audiobooks, gardening, DIY, **web and database design and development, cloud computing**