

Boldizsár Lakos



Highlights

- Creative, adaptive mindset
- Attention to detail
- Problem solving attitude
- Skilled in business administration
- IT & tech oriented
- Proficient in MS Office, VS Code
- Used and known concepts:



HTML



CSS



JavaScript



React

Education

BACHELOR OF SCIENCE: **Business Administration & Management** - 2021
JOHN VON NEUMANN UNIVERSITY,
KECSKEMÉT

Specialized in: **Business Communication & Marketing**

Certifications

Business Administration - BSc

Technical Support Fundamentals – Google

Responsive Web Design - FreeCodeCamp

Languages

Hungarian – Native

English – C1 Spanish – A2

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Summary

Skilled in *Business Administration*, adept in communicating with business partners and customers. *Open-minded* and *customer oriented* attitude, paired with the desire to learn and grow. *Currently learning front-end development* and *IT support skills* by self.

Experience

INTERN - 09/2017 to 01/2021

CHAMBER OF COMMERCE AND INDUSTRY, KECSKEMÉT

- Manage day to day administrative tasks.
- Carry short and long-term social-media, business communication projects.
- Take a part in discussing the communication strategies based on future trends and upcoming events.
- Diploma work - research marketing and communication trends in line with the purpose of the company – develop its online presence based on the survey findings.

BANKING - 10/2021 to 04/2022

K&H BANK - KBC Group, KECSKEMÉT

- Customer service in connection to everyday banking and residential affairs.
- Banking administration and currency handling

OFFICE ADMINISTRATOR - 05/2022 to present

K-Power Netherlands Kft., KECSKEMÉT

- Everyday contact with the admins of sub-contractors (mainly in English)
- Maintain and organize the documents of employees (certificates, trainings, country specific forms and permissions)
- Organizing trainings and appointments
- Take a part in the payroll & billing tasks of different projects