

PERSONAL INFORMATION

Katalin ZOLTÁN-ORDÓDY



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WORK EXPERIENCE

02/2012–Present

Senior government official

Ministry for National Economy, Budapest (Hungary)

Co-ordination of international projects and international-related tasks regarding VET and Adult Learning.

- drafting and negotiating the Hungarian position for EU policy-making
- data-provision towards international organisations
- co-operation projects

2010–2012

Project manager

Horváth&Dubecz Consulting Ltd., Budapest (Hungary)

Management of start-up activity of the company in the field of the international relations, sales and co-operation projects.

- drafting and submission of international tenders and grant applications
- adapting teacher training (CPD) courses into English
- evaluating EU grant applications in the field of educational co-operation (HU-Romania Cross-Border Co-operation Programme)

2000–2010

Junior then senior government official

Ministry of Education, Budapest (Hungary)

Management of the EURYDICE Hungarian Unit. Eurydice is the European Commission's network to provide comparative data and descriptions on the European education systems and education policy.

- data provision on the Hungarian education system
- data provision on the European systems towards national policy-makers

Council of Europe co-operation in the field of public education and EDC (Education for Democratic Citizenship).

Drafting of the Hungarian standpoint for the EU's Council in the field of education (multilingualism).

EDUCATION AND TRAINING

1995–2000

Degree in Teaching of French for Upper-Secondary Level

Eötvös Loránd University, Budapest (Hungary)

French linguistics and literature

Methodology for teaching

Literature of the XVIIIth century. Work of Alain-René Le Sage.

1995–2001

Degree in Teaching of Hungarian for Upper-Secondary Level

Eötvös Loránd University, Budapest (Hungary)

Hungarian literature and linguistics.
 Methodology for teaching Hungarian literature and linguistics.
 Historical linguistics. Dialectic specificities in legal texts of the Western-Hungarian Region of the XVI-
 XVIIth centuries.

PERSONAL SKILLS

Mother tongue(s) Hungarian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
Hungarian State Exam					
French	C2	C2	C2	C2	C2
Diplome de professeur de Francais niveau ISCED 4					

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills - Good communication skills gained through all my positions as international project and team manager.

Organisational / managerial skills - Leadership (formerly responsible for teams of 3-4 persons).

Job-related skills - Drafting skills (drafting descriptions and comparative reports on educational systems and on statistical data).
 - Policy-advising skills on international policy examples and recommendations.
 - Mentoring skills (as a senior policy officer, I have been responsible for mentoring junior colleagues).
 - Management skills (as a head of section, I have been responsible for teams of 3 and 4, including financial planning and reporting).

Computer skills Good command of office suite.