

Curriculum Vitae

Personal information

First name(s) / Surname(s)

Address(es)

Mobile:

E-mail

Nationality

Date of birth

Gender

Krisztina Geresdi

9/37,1/A, Emőke str, 2030, Érd, Hungary

+36-20-6638057

geresdi.krisztina@gmail.com

Hungarian

19. Jun 1985

Female



Work experience

Dates

Occupation or position held

Main activities and responsibilities

Dates

Occupation or position held

Main activities and responsibilities

Name and address of employer

Type of business or sector

2014.02.03-

Economic responsibility of University Research and Innovation Center

Managing the economic affairs of the innovation center. Coordination of asset purchases (foreign and domestic), administration tool, making staff reports and performance certificates, petty cash management, remittance, contact with partner organizations.

2014.02.03-2016.06.30

TÜV Rheinland Knowledge Center manager

Operating performance of tasks related to the Knowledge Center, participation in the development of training, compilation of training materials, provide training, full supply of related administrative tasks, ensuring the conditions for education, organization of exams, student administration, publication and marketing activities, organizing events, customer service, Processes to coordinate the operation of the university

Obuda University

Hungary 1034 Budapest, Bécsi str. 96/B

Education, Reseach

Dates

Occupation or position held

Main activities and responsibilities

Name and address of employer

Type of business or sector

2013.04.02-2014.01.31

Product manager

Poseidon Registry and support activities related to document management software. Conducting tests of systems and versions, software bug fixes transmission, writing to product specification, live system support, users training, creating of marketing materilas.

SDA Stúdió Kft.,

Hungary 1111 Bp. Budafoki út 59

IT

Dates

Occupation or position held

Main activities and responsibilities

Name and address of employer

Type of business or sector

2008.07 – 2012.08.31

Quality analyst

Quality of analyzes, reports and presentations. Technical areas of quality KPI (Key Performance Indicator) calculation, compliance levels are monitored, participate of implementation. Internal and customer audits, planning, and conducting. Professional support of Facility Management department, workflow-related information monitoring system. Support of the work and documentation maintenance of Quality Management department. Handling customer complaints. Other quality checks both (e.g. energy-controlling tasks, car runs).

STRABAG Property and Facility Services Hungary Ltd

Hungary 1095 Budapest, Máriássy str. 7

Real estate management

<p>Dates Occupation or position held Main activities and responsibilities</p> <p>Name and address of employer Type of business or sector</p>	<p>2007.08- 2008.07 Call Center Administrator Residential telephone and credit administration</p> <p>MKB Bank, Hungary, 1056 Budapest, Váci u.38. Bank</p>
<p>Education and training</p> <p>Dates Title of qualification awarded</p> <p>Name and type of organisation providing education and training</p>	<p>2014.09- 2016.02 Economist (MA) Management and Leadership The University of West Hungary Hungary, Sopron</p>
<p>Dates Title of qualification awarded</p> <p>Name and type of organisation providing education and training</p>	<p>2013.02-2015.02 Economist (MA) Business Development The University of West Hungary Hungary, Sopron</p>
<p>Dates Title of qualification awarded</p> <p>Name and type of organisation providing education and training</p> <p>Personal skills and competences</p> <p>Mother tongue(s)</p> <p>Social skills and competences</p> <p>Organisational skills and competences</p> <p>Technical skills and competences</p> <p>Computer skills and competences</p> <p>Driving licence</p> <p>Additional information</p>	<p>2003.09- 2007.07 Light Industry Engineering (BA) Quality management of engineering specialization University of Óbuda, Budapest Polytechnic Rejtő Sándor Faculty of Light Industry and Environmental Protection Engineering Hungary, Budapest</p> <p>Hungarian</p> <p>English (medium-level communication)</p> <p>Excellent communication, negotiation and interpersonal skills both orally and in writing, through daily contact with clients, partners and colleagues. High degree of analytical thinking and problem solving skills, which I use in everyday work as a quality analyst. Quality management principles applied in work and everyday life. Team spirit and team work.</p> <p>Process- and system-oriented thinking, which is essential for everyday work. System-based knowledge both of technical equipments for customers and regulatory requirements. Quality tools, knowledge of standards (ISO 9001:2008, ISO 14001:2004; ISO 27001:2005; IFS; HACCP) and use as needed. Implementation of customer and internal quality audits.</p> <p>MS Office tools (Excel, PowerPoint, Word, Outlook, MS Project) high-level knowledge.</p> <p>Driving license, category "B"</p> <p>Reading, fitness</p>