



Europass Curriculum Vitae

Personal information

First name / Surname(s) **Szecskó-Deme Erzsébet**
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Nationality Hungarian
Date of birth 15. January 1981

Work experience

Dates	September 2010 –
Occupation or position held	Project assistant
Main activities and responsibilities	Office administration, financial administration (cash desk management, billing related tasks), coordination and organisation related tasks, communication with the partners, preparation of presentations, PowerPoint related tasks, webpage editing, organizing events.
Name and address of employer	Regional Innovation Agency of South Great Plain Association of Public Utility, H-6720 Szeged, Kígyó utca 4. (http://www.darinno.hu)
Type of business or sector	Innovation support services
Dates	April 2004 – September 2010.
Occupation or position held	Manager assistant
Main activities and responsibilities	Office administration, financial administration (cash desk management, billing related tasks), patent portfolio related administration and correspondence tasks, coordination and organisation related tasks, keep contact with the partners and clients.
Name and address of employer	Szeged-BIOPOLISZ Innovation Services Ltd., H-6726 Szeged, Temesvári krt. 62. (www.biopolisz.hu)
Type of business or sector	Technology-transfer, sale of intellectual creations and mediation of industrial development needs, writing applications

Education and training

Dates	2010.
Title of qualification awarded	Basic levelled expert in intellectual property protection
Name and type of organisation providing education and training	Hungarian Patent Office
Level in national or international classification	Course
Dates	1999-2003
Title of qualification awarded	Manager faculty
Name and type of organisation providing education and training	University of Szeged – College of Food Industry
Level in national or international classification	College certificate
Dates	1995-1999

Title of qualification awarded Foreign trade faculty
 Name and type of organisation providing education and training Kőrösy József Economics and Foreign Trade Secondary Technical School
 Level in national or international classification Technical college

Personal skills and competences

Mother tongue(s) **Hungarian**

Other language(s) **English**

Self-assessment
European level ()*

English

Social skills and competences

Listening	Reading	Spoken interaction	Spoken production	
Independent user	Independent user	Independent user	Independent user	Independent user

Organisational skills and competences Good

Technical skills and competences Good

Computer skills and competences Competent with: Microsoft Word, Microsoft Excel, Internet

Driving licence Category B