**Personal data**

Name: Anita Minta

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Objective: I would like to work at a trusted company where I could use my previous experience, and where I can achieve the goals with my colleagues together.

**Work experience**

**2006-2009 Bon Voyage Travel Agency, Tourism Assistant**

Main tasks:

* + - * + Communication with partners both English and Hungarian
				+ Creating bid offers and coordination
				+ Billing tasks in XY software
				+ Updating the website
				+ Encourage customers to use new services (newsletters, travel trends, communicating the news)

Professional success: During the last two years I completely got an insight into the travel agency’s operation, and I was involved in acquiring new clients and has managed to increase revenue by 15%.

**2004.01-07. Continental Hotel, Event Management Trainee**

Tasks:

* + - * + Receiving guests
				+ Participating in event organization
				+ Billing tasks in XY software
				+ Planning, organizing and executing programs for the guests
				+ Administrative tasks

Professional success: As a fresh graduate I got an insight into a hotel all-day operations, and I built a good relationship with the management and the guests too.

**Education**

**2006-2008** Szent István University Faculty of Economics and Sciences, Business Administration and Management, specialize in Marketing

**2002-2006** Budapest Business School, Faculty of Commerce, Catering and Tourism Tourism and Hotel Management

**Language skills**

English Active, „C” language exam, 2006. TELC (I use on a daily basis at my work)

German Passive, basic knowledge (I can make myself understood with others in a basic level)

**Other skills**

* + - * + MS Office (Excel, Word, PowerPoint, Outlook), XY billing software
				+ Driving license „B” category, 2004.
				+ Communication training, 2006., XY trainer company
				+ Customer service training, 2007., XY company

**Hobby** Ido sports regularly, and happily walk in the nature with my friends.