

Johanna Tóth

Curriculum Vitae

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Education and Qualifications:

- 2014 Jan– **Tourism Management**
Hungarian Business Academy (Magyar Üzletemberképző Akadémia, MUA, Budapest)
- 2011–2013 **Medieval Studies** (2 year MA)
Central European University (CEU), Budapest
- 2003–2010 **History major**
Károli Gáspár University of Reformed Church, Budapest
- 1999–2003 School leaving exam, **Specialized English-Japanese class**
Hunfalvy János Secondary School of Foreign Trade and Economics, Budapest

Work Experience:

Volunteer work

- 30 October – December 2013 **Medieval Studies Department, CEU**
updated the webpage of the Medieval Studies Department; assistance in organizing lectures, lecture series; assisted colleagues at the department in their daily administrative work

Other

- Sept 2015 – **Assistant, Department of Medieval Studies, CEU, Budapest**
- Aug 2015 – **Editorial Assistant, Archaeolingua Foundation, Budapest, Hungary**
- June – August 2015 **Department of Medieval Studies, CEU, Budapest, Hungary**
- Febr 2014 – Sept 2015 **Guide at Hospital in the Rock, Budapest, Hungary**
1 hour tours at the museum in English and Hungarian; participating in the events of the museum
- Jan – April 2015 **Bar tender, Coffee Republic, London, UK**

- November 2014
– January 2015
- Cultural Heritage Studies Program, CEU**
*helped the **coordinator** of the Cultural Heritage Studies in her daily work; **recruitment; networking; updated the program's website; organized lectures, field trips, etc.***
- Managing the heritage of Szabolcs de Vajay, CEU – Károlyi Mansion Fehérvárcsurgó**
worked with and organized the heritage** (books, papers, notes, pictures, objects, etc.) of Szabolcs de Vajay, a historian, genealogist and heraldist, also professor of CEU; **created and updated a webpage on him (academia.edu); organized the network
- Oct 13, 2014
- Exhibition and Workshop Coats of Arms & Families. Exhibition in Memoriam Szabolcs de Vajay**
*organized his **heritage into an exhibition** at Károlyi Mansion, Fehérvárcsurgó; **organized a workshop and an opening** for the exhibition in memoriam Szabolcs de Vajay*
- June
– August 2014
- Part-time coordinator, Cultural Heritage Studies Program, CEU**
*worked for and participated in the **start of the new program at CEU; organized events and lectures; networking; created the webpage and leaflet; was keeping contact** with the prospective students and professors; **administrative tasks; etc.***
- 2009–2011
- Dispatcher, Falatozz.hu**
mediated and negotiated** between the customers and the restaurants, **administrating; required precise and responsible work, eye for details, problem-solving
- 2009–2011
- English teaching, one-to-one classes**
*had to **adjust to students of different** age, goals, interests and abilities; had to be **creative** in compiling the exercises; **contiguous learning** for myself too*
- 2010 July
- Japanese camp for children, Százhalombatta**
*helped in **organizing** the camp; **taught** children my **knowledge of Japan** (culture and language); had to **adapt my knowledge for children, play with them and take care** of them*
- 2008–2009
- Bar tender at Caffé Nero Co., London, UK**
*had to **serve customers, make coffee, help the managers** of the store, make the dishes and clean the store; Caffé Nero required a **heavy workload** (our store closed at 11 p.m.); had to stand on my two feet in a **foreign country, find an apartment and a job***

Interpreter, guide and organizer at festivals and conferences

2001–2009 every august - Summerfest International Folk Dance Festival
2008 IGF Conference, Budapest-Százhalombatta

a CIOFF festival with groups from around 18 countries (sometimes children): required heavy workload, precise and responsible work; had to take the group in time to the place which was told in the program, provide them with what they needed, etc. – my skills of multi-tasking and problem-solving had to develop fast and were often tested by the tired group; helped in organizing the festival; did interpreting

Attended several international festivals as an amateur Hungarian folk dancer (1988–2009): Poland, Turkey, Syria, Cyprus, Venezuela, Spain, France, Italy, Holland

Key Skills:

IT Literate (Microsoft Word, Excel, Power Point, Publisher, Internet, AcrobatXI)

10-finger typewriting

Language skills

Fluent English

Pre-Intermediate **Turkish**

Elementary **Spanish**

Japanese

Pre-Intermediate level in Latin, literate in Arabic

Personal profile:

open-minded (*getting to know different cultures, various knowledge continuously during my studies and festivals*), **hard-working** (*adapted during the festivals, CEU, and while working in a densely visited coffee store*), **well-organized, reliable and dedicated**, high level of adaptability in **multinational environment** (*visited several countries, studied and at CEU, etc.*), eye for **detail, precise work**

I am into **learning new things** (*consider the various jobs I had – coordinator, guide, dispatcher, customer service, interpreter, etc. – and my studies*) and am **fast on the uptake**. I like **working with people**, I regard myself as a **kind and smiley** person.

Interests:

traveling (*attended international festivals every year from Venezuela to Syria*), learning **languages**, getting to know **different cultures and people**, **dancing** (*was a dancer for around 24 years*) and playing **music** (*the violin and the guitar*). I have an interest in lobbying regarding **environmental or cultural issues** (supporting WWF and Greenpeace)