

Curriculum Vitae



1. Personal Data

First name / Last name: **Katalin TÓTH**
Name at birth: **Katalin Tóth**
Mother's name: **Katalin Császár**
Gender: **Female**
Date of Birth: **12/12/1967**
Place of Birth: **Budapest**
Marital status: **Married**
Nationality: **Hungarian**
Address: **2336 Dunavarsány, Kossuth Lajos street 17/a.**
Temporary address:
Telephone: **+36-1-795-1638**
+36-30-961-3996
+36-70-318-8330
Fax: **+36-1-795-0523**
e-mail: katalin.toth@fm.gov.hu
e-mail: katoka.toth@gmail.com

2. Current position

Position: **Ministry of Agriculture, Deputy State Secretary for International Relations (former Deputy State Secretary for Parliamentary, Social and International Relations in the Ministry of Rural Development)**
Dates: **since 01/06/2014 (since 05/03/2012)**

3. Professional experience

From: **01/12/2010**
To: **05/03/2012**
Position: **Head of Department / Chief Political Advisor**
Type of employment: **Government official**
Main Duties: **PR activities, relations with the press, press review, preparation and editing of documents, correspondence / communication in English. Coordination, relations with embassies, foreign press review.**
Name of the Employer: **Government Cabinet for Accountability and Anti-corruption**

From: **03/10/2011**
To: **15/12/2011**
Main Duties: **Stagiaire, Embassy of Hungary to Spain**
Name of Employer: **Government of Hungary - Ministry of Administration and Justice**
Address of the Employer: **1055 Budapest, Kossuth Lajos tér 2-4.**

From: **01/08/2010**
To: **30/11/2010**
Position: **International rapporteur**
Type of employment: **Government official**
Main Duties: **Handling international relations with foreign countries, preparation of background documents in the field of agriculture, organising business trips of high ranking officials, elaboration of documents for international meetings.**

Name of Employer: **Ministry of Rural Development**
Address of the Employer: **1055 Budapest, Kossuth Lajos tér 11.**

4. Education

Dates: **from 1987 to 1991**
Title of qualification awarded: **Hungarian-Russian language teacher**
Faculty: **Humanities**
Name of the organisation providing education: **Eötvös Lóránd University - TFK**

Type of study: **Full-time**
Qualification of the Diploma: **Good**
Subject of the thesis: **Sociometric study concerning to a class**
Title of the thesis: **Deviances and other negative attitudes in a community**
Grade: **Excellent**
Main subjects: **linguistic, history of linguistic, learning about the country, literature, literary history, russistic**
Practical training: **Vladimir State Teachers Training University**
Professional competencies: **Authorisation to teach Hungarian and Russian languages at all levels**

Name of the organisation providing education: **University of West Hungary, Savaria Campus**
Type of study: **Distance learning**
Qualification of the Diploma: **Excellent**
Subject of the thesis: **Examination of Shakespeare's plays**
Title of the thesis: **The Types of Evil in Three Plays of Shakespeare**
Grade: **Excellent**
Main subjects: **history of linguistic, fonetics, literary history, English linguistics**
Professional competencies: **Authorisation to teach English language at all levels**

Dates: **from 2011 to 2013**
Name of the organisation providing education: **Szent István University**
Type of study: **Correspondence course**
Title of qualification awarded: **Human resources advisor**
Qualification of the Diploma:
Subject of the thesis:
Title of the thesis:
Grade:
Main subjects:
Professional competencies:

5. Skills and competencies

Languages (self estimation)

Language	Understanding		Speaking		Writing
	Listening	Reading	Convers.	Count. Speaking	
English	C2	C2	C1	C1	C1
Russian	B1	B2	A2	A2	B2
Spanish	A2	A2	A2	A2	A1

Languages (certificate)

Language	Type of the exam	Level of the exam
English	Oral and written	Advanced (C1)
Russian	Oral and written	Advanced (C1)

Organisational / managerial skills

Costumer focus: **"D" level**

Ethics & Integrity: **"D" level**
Motivation: **"D" level**
Application of professional knowledge: **"C" level**
Loyalty: **"C" level**
Problem solving: **"D" level**
Leader skills: **"C" level**
Responsibility: **"D" level**
Cooperation: **"D" level**
Communication: **"D" level**
Attention to details: **"D" level**
Self management: **"C" level**

Projects

Title of the project: **EU Comenius Project (Finnland, Raahe)**
Level of the project: **Secondary school level**
Role in the project organisation: **Coordinator**
Beginning of participation: **05/2009**
End of participation: **05/2011**

Computer skills

Mailing systems (Lotus Notes, MS Outlook): **Average user**
Office applications (MS Office, Open Office): **Average user**
Operation systems (MS Windows, Linux): **Advanced user**
General computer knowledge: **Average user**
Internet applications: **Advanced user**
ECDL: **Average user**

Other skills and competencies

Sport, hobby: **snowboard, motorbike, reading, languages**

Driving licence, category: "C" Lorry

6. Additional information

Membership in a private company:

Name of the company: **Carpathian Region Business Network Ltd.**
Positon: **Member of the Supervisory Board**
Beginning of membership: **12/2012**
End of membership: **Continuous**

Name of the company: **Agricultural Center in Gödöllő Non-profit Ltd.**
Positon: **President of the Supervisory Board**
Beginning of membership: **12/2013**
End of membership: **Continuous**
