

PERSONAL INFORMATION

Livia Prosinger



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Nationality Hungarian

POSITION

Senior Secretary

WORK EXPERIENCE

01/02/2021 –

Senior Secretary

Institute for Political History, Budapest (www.polhist.hu)

- Project assistance (ERC Consolidator Grant 772264 NEPOSTRANS)
- Head of the institutional secretariat (coordination)
- Press release and PR management
- Development and management of scientific institutional relations
- Promotion of the Institute's scientific activities and results
- Event management an organization (conference, book launching, workshop, roundtable, film club)
- Webpage maintenance and online content production

01/07/2014 – 01/02/2021

PR Referent

Institute for Political History, Budapest (www.polhist.hu)

- Press release and PR management
- Promotion of the Institute's scientific activities and results
- Webpage maintenance and online content production
- Event management an organization (conference, book launching, workshop, roundtable, film club)
- Project assistance (*Frontline and Hinterland – Hungary in the WWI*, co-founded by the Europe for Citizens Programme of the European Union)

01/01/2011 – 01/07/2014

PR Assistant

Foundation for Political History, Budapest (www.polhist.hu)

- Corporate marketing and PR
- Webpage maintenance and online content production
- Event management and organization

01/08/2009 – 01/01/2011

Research Assistant

Institute for Political History, Budapest (www.polhist.hu)

- Event management and planning
- Online content production, services and documentation

01/07/2007 – 01/08/2009

Customer Relationship Assistant

Konsilo Ltd., Budapest (www.konsilo.hu)

- Database management
- Client and customer contact
- PR assistance
- Event and stage performance organization

EDUCATION AND TRAINING

2003 – 2010

M.A. in History

Eötvös Loránd University, Faculty of Humanities, Department of History, Budapest

PERSONAL SKILLS

Mother tongue Hungarian

Other languages

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	C1	B2	B2
	B2 (intermediate business certificate)				
Italian	B1	B2	B1	A2	B1
	-				
German	A2	A2	A1	A1	A1
	A2 certificate				

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user
Common European Framework of Reference for Languages

Communication skills

- good communication skills gained through my experience as event organizer
- good presentation skills gained through my experience as a former history seminar leader at preparatory courses for high school students
- open and non-competitive personality
- ability to communicate with all generation of people

Organisational / managerial skills

- leadership (currently responsible for 3 teams of 8 / 15 / 35 people)
- fast decision-making and problem-solving
- proactive personality
- system approach
- need for constant self-improvement

Job-related skills

- efficient management of parallel processes (currently responsible for different organizations' variable communication and events)
- need for constant self-improvement
- team player approach

Computer skills

- good command of
 - Microsoft Office™ tools
 - Wordpress and Joomla administrator tools
 - Audacity and Movie Maker tools
 - GIMP (GNU Image Manipulation Program)

Other skills

- live interpretation in historical re-enactment events and festivals
- stage performer skills gained through my experience as a historical dancer and live interpreter

Driving licence

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ADDITIONAL INFORMATION

- Publication** The planned demolition and successful escape of the Baroque monument complex in Batthyány Square, Urbs Journal, Budapest, 2011/6
(https://library.hungaricana.hu/hu/view/BFLV_urbs_06_2011/?pg=236&layout=s)
- Seminars** History seminar leader at graduation preparatory courses for high school students:
- Magister Universitas Preparatory Organization (2009-2017)
 - DFT-Budapest Ltd. (2002-2008)
 - eFEB 2000 Preparatory Organization (2002-2005)
 - Studium Generale Foundation, Corvinus University (1999-2004)
- Membership** Mare Temporis Foundation for Historical Traditions (vice-president since 2010)
- non-profit organization, volunteer activity
 - historical re-enactment and live interpretation
 - active professional relationship with museums, castles and historical collections