

Curriculum vitae Europass



Personal Information

First Name / Name

Éva Zay

Address

Bușteni street, nr.12, ap.15. Postal Code 400427, Cluj-Napoca, Romania

Telefon

40-745-30780

E-mail

zayeva@gmail.com

Date of birth

16. 07. 1980.

Sex

Female

Work experience

Dates	2009 - prezent
Occupation or position held	Reporter, editor
Main activities and responsibilities	Writing and editing; political column, protection of cultural heritage column. The regional Hungarian newspaper, Szabadság SRL. Napoca street nr. 16, 1st floor., Cluj-Napoca.
Name and address of employer	Journalism
Type of business or sector	
Dates	2008-2009
Occupation or position held	Tourism and ticketing agent
Main activities and responsibilities	First and back office activities, rezervations in GDS-systems: international trips, lodging, car rentals, ticketing, creation of itineraries, administration of travel documents, correspondence with partners and clients.
Name and address of employer	SC Agentia de Turism Albatros SRL, Napoca street nr. 2-4, Cluj-Napoca.
Type of business or sector	Tourism
Dates	01/03/2007 - 25/07/2007
Occupation or position held	Cultural tour guide
Main activities and responsibilities	Itinerary proposals, presentation of locations/monuments/museums visited, touristic assistance.
Name and address of employer	Web-based agency, Szekelyfoldiinfo.ro
Type of business or sector	Tourism
Dates	05/08/2006 - 05/11/2006
Occupation or position held	Translator
Main activities and responsibilities	Translator English-Hungarian-Romanian for the medical personnel and patients in the voluntary program VIMM held in Sălaj county, Romania.
Name and address of employer	VIMM - Volunteers in Medical Missions, sponsored by the Valhalla Foundation, USA
Type of business or sector	Translations
Dates	01/09/2005– 01/12/2005
Occupation or position held	Part-time art historian
Main activities and responsibilities	Research related to monuments proposed for restoration. Transilvania Trust Foundation Cluj-Napoca, Breaza str. 14/A
Name and address of employer	Lasting protection of built heritage.
Type of business or sector	

Education and training

Dates	2012 – 2015: Doctoral studies – History. Civilization. Culture Doctoral School
Title of qualification awarded	Thesis-writing ongoing in the forthcoming months;
Principal subjects / occupational skills covered	Art history. Thesis: Late baroque and classicist palaces and aristocratic houses in Cluj-Napoca

Name and type of organisation providing education and training	Faculty of History and Philosophy, Babeş-Bolyai University, Cluj-Napoca.
Dates	2010-2012: Masters in the Research and Management of Cultural Heritage
Title of qualification awarded	Master's diploma.
Principal subjects / occupational skills covered	The research and professional management of Transilvania's and Romania's cultural heritage.
Name and type of organisation providing education and training	Faculty of History and Philosophy, Babeş-Bolyai University, Cluj-Napoca.
Dates	2009-2010: turism Training programme in the management of touristic activities
Title of qualification awarded	Programme-graduate certificate: Manager of touristic activities
Principal subjects / occupational skills covered	The capacity to identify and schedule the mission and objectives of the specific touristic organization. Internal and international legislation concernaing the domain, internal and international standards concerning the quality of touristic products and touristic services. The management of human resources, and the marketing of the touristic organization.
Name and type of organisation providing education and training	Babeş-Bolyai University, Cluj-Napoca.
Dates	2009-2010: IATA Foundation Course in Travel and Tourism
Title of qualification awarded	Graduation certificate: IATA Foundation Level
Principal subjects / occupational skills covered	The geography of the world, destination-planning, touristic counselling, booking of different touristic services, using the Amadeus reservation system for ticketing.
Name and type of organisation providing education and training	IATA – International Air Transport Association
Dates	2001-2005: Undergraduate studies in History-History of Art
Title of qualification awarded	Bachelor's degree diploma in History and History of Art
Principal subjects / occupational skills covered	History and History of Art
Name and type of organisation providing education and training	Faculty of History and Philosophy, Babeş-Bolyai University, Cluj-Napoca.
Dates	1998-2002: Undergraduate studies in Political and Administrative Sciences
Title of qualification awarded	Absolvent
Principal subjects / occupational skills covered	Political sociology, theories of democrcy, parties and party-systems, international economy, contemporary history, tehniques of diplomacy, Romanian and international constitutional law, UE integration.
Name and type of organisation providing education and training	Faculty of Political and Administrative Sciences, Babeş-Bolyai University Cluj-Napoca.

Personal skills and competences

Mother tongue

Other languages

Foreign Languages

Self-assessment

European level ()***English****German**

Social skills and competences

Organizational skills and competences

Technical skills and competences

Interests

Hungarian**Romanian – mother tongue level**

Understanding				Communication				Writing	
Hearing		Reading		Participation in a conversation		Oral speech		Written expression	
C1	Experienced user	C2	Experienced user	C2	Experienced user	C1	Experienced user	C1	Experienced user
A2	Basic user	B2	Independent user	A1	Basic user	A1	Basic user	A2	Basic user

- I consider myself a responsible, enthusiastic, positive and emphatic person, being as well open-minded, dedicated, loyal, tolerant, trustworthy, with a good diplomatic sense.

- Capacity to organize and manage different types of projects, and handle larger groups of people, creative, motivated, flexible, organized.

- MS/Windows/Word, Excel, Access, Powerpoint/, Outlook, GDS: Amadeus.

- History, art, architecture, travel, literature, languages.