

# *Alexandra Sámóczy*

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**Name:** Alexandra Sámóczy  
**Birth date, place:** 23rd May 1995, Pécs  
**Tel.:** +3630 353 2785  
**E-mail:** samoczy.alexandra@pte.hu  
**Studies:**

1. 2014-2017 UoP Faculty of Humanities, Political Sciences (BA)
2. 2010-2014 Apáczai Csere János High School, bilingual English
3. 2002-2010 Illyés Gyula Primary School



**Language skills:** angol (B2) complex language certification

**Work experiences:**

**Student jobs:**

1st Feb. 2015 – 15th June  
8th Jan. 2016 – 15th June  
Nemzeti Adó-és Vámhivatal –  
Baranya Megyei Adó-és  
Vámigazgatósága Bevallási  
osztály (administrative job)

**Public servant:**

1st August 2017 – 31st July  
2018

*PTE Chancellery MSZIMF*

**Receptionist- administrative  
worker**

- Daily contact with foreign student, their problem's flexible solving. Monthly fee levying.

- Serving hostelrooms for the guests, and making the administrative part of it.
- Making the administrative part: daily posting, filing the data into the system.
- Daily contact with different parts of the system, letters and submittings preparation and editing them, follow-up of the deadlines, administrating the holidays and the technical malfunctions in the building, also serving it to the right organizations.
- Strictly documented bills treatment and exposition.
- Inner programs daily usage:(K2-iktató program, Neptun System, Hotel Sytem)

**Public servant:**

1st August 2018-

*UoP Faculty of Medicines,  
Institue of Transdisciplinary  
Discoveries*

**Management agent**

***Further knowledge:***

Everyday life level of computer usage:

(Word,Excel,PowerPoint,  
Internet)

***My ambitions:***

Developing my own skills,  
getting more informations and  
experiences in a lot of aspects.

***My skills:***

precise, flexible, loyal

Pécs, 2018.08.15.