

# Boglárka Kanta

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## PROFESSIONAL SUMMARY

Detail-oriented Virtual Assistant with 7+ years of experience in administrative support, client relations, and project coordination. Skilled in multitasking, managing schedules, and maintaining high standards of communication and organization. Proven track record of enhancing operational efficiency and providing excellent service in corporate and hospitality environments.

## EXPERIENCE

### Senior Employer Branding Specialist

EPAM Systems | Debrecen, Hungary | January 2023 - January 2024

- **Coordinated** project timelines and communication across multiple regions, **supporting** smooth **operations** and timely updates.
- **Organized** schedules, managed **project documentation**, and provided comprehensive **administrative support** to the Employer Branding team.
- **Conducted** team **interviews** and managed recruitment logistics, ensuring a seamless hiring process.
- **Launched** **social media** and community initiatives, demonstrating high organization and multitasking on virtual platforms.

### Marketing & CSR Coordinator

EPAM Systems | Debrecen, Hungary | February 2021 - January 2023

- Built and managed strong **client and partner relationships**, enhancing communication channels and project effectiveness.
- **Coordinated** internal **events** and **employee engagement** initiatives, improving team cohesion and morale.
- Directed over 1000 **social media campaigns** across regions, managing project timelines, and supporting overall brand visibility.
- **Implemented innovative event formats**, including virtual conferences, boosting stakeholder engagement.

### Creative Content Specialist

FutureManagement Online Marketing Agency | Debrecen, Hungary | October 2018 - January 2021

- Developed **digital marketing campaigns** and maintained consistent **client communication**, ensuring alignment with project goals.
- **Analyzed** campaign performance, providing actionable insights and implementing

## CORE COMPETENCIES

- Adaptability to Dynamic Environments
- Administrative Support
- Attention to Detail
- Client Relations
- Cross-Functional Collaboration
- Event Planning & Coordination
- Employer Branding
- Project Management
- Research & Reporting
- Schedule Management
- Social Media Management
- Task Coordination
- Time Management

## TOOLS AND TECHNOLOGIES

- **Office Suite:** Microsoft Office (Word, Excel, PowerPoint), Google Workspace (Docs, Sheets, Calendar)
- **Project Management:** Asana, SAP Concur
- **Communication Platforms:** Zoom, Microsoft Teams
- **Social Media & Marketing:** LinkedIn Campaign Manager, Facebook Campaign Manager
- **Design Software:** Adobe Illustrator, Adobe Photoshop, Figma, Canva
- **Other Tools:** ContactMonkey (Email Analytics)

improvements to increase client satisfaction.

- **Created** branding materials and visual content, collaborating effectively with internal teams and external clients.

## **Freelance Graphic Designer**

Self-employed | Remote | Jul 2019 - Nov 2021

- **Delivered** high-quality graphic design services to diverse clients, tailored to each project's specific requirements and goals.
- Managed **client communications** and feedback, ensuring project alignment and high satisfaction.
- **Conceptualized and adapted** designs for various mediums, ensuring consistent client branding.

## **Vice President of B2B Sales & Incoming Exchanges**

AIESEC in Hungary | Debrecen, Hungary | Feb 2019 - Sep 2019

- **Built and maintained partnerships** with businesses, expanding exchange opportunities and ensuring compliance with partnership agreements.
- Managed **departmental strategies** and tracked **key performance metrics**, achieving consistent team growth and operational efficiency.
- Conducted research to identify target partners, crafted proposals, and maintained **positive client relations**.

## **Employee Programs & Design Specialist**

National Instruments (NI) | Debrecen, Hungary | October 2016 - September 2018

- **Planned and coordinated** both internal and external events, promoting community engagement and strengthening company culture.
- Provided **administrative and logistical support** for CSR initiatives, fostering partnerships and enhancing community presence.
- **Designed** digital and print materials, ensuring alignment with brand standards for various global offices.

## **Hotel Management Intern**

Hotel Aurum Family\*\*\*\* & Hajdú Hotel & Restaurant \*\*\* | Hungary |

May 2016 - Sep 2016

- Managed guest check-ins, check-outs, and reservations, enhancing **customer satisfaction** and **operational efficiency**.
- **Supervised** support staff, ensuring effective service delivery and adherence to high service standards.
- Assisted in **event planning** and operations, **communicating with clients** to meet specific needs.

## **SOFT SKILLS**

- Communication
- Conflict Resolution
- Creativity
- Customer Service Orientation
- Emotional Intelligence
- Leadership
- Multitasking
- Organization
- Problem-solving
- Stakeholder Management
- Strategic Thinking
- Teamwork

## **LANGUAGES**

- Hungarian: Native
- English: Professional (IELTS 8.0)
- German: Intermediate (B1)

## CAREER BREAK & RELEVANT EXPERIENCE

### Career Break | Feb 2024 - Present

**Relocated to Germany** to broaden cultural understanding and adapt to a new environment while actively working in customer service and hospitality roles.

### Barista

**Dunkin Donuts** | Schweinfurt, Germany | Aug 2024 - Nov 2024

- Provided excellent **customer service** in a fast-paced setting, handling transactions and inventory management.
- Enhanced **adaptability, communication, and multitasking skills** while addressing diverse client needs.
- **Supported operational efficiency** through effective time management and organization of daily tasks.

### Housekeeper

**Deegenbergklinik** | Bad Kissingen, Germany | Feb 2024 - Aug 2024

- **Maintained high standards** of cleanliness and organization in a healthcare environment, improving the patient experience.
- Completed assigned tasks within strict schedules, reinforcing strong **time management and attention to detail**.

## VOLUNTEER EXPERIENCE

### Mentor

**Láthatatlan Iskola** | Debrecen, Hungary | March 2022 - October 2023

- **Coached** and mentored disadvantaged children and families living in Temporary Housing, helping children overcome learning and social difficulties.

### Core Values Judge

**HelloWorld Oktatás és Fejlesztés Egyesület** | Hungary | February 2023 - May 2023

- **Served** as a Core Values Judge at the FIRST® LEGO® League Hungarian National Finals, ensuring fair competition and promoting teamwork and innovation.

### Volunteer

**Debreceni Hoki Klub** | Debrecen, Hungary | March 2022 - October 2023

- **Managed** people during game days, organized charity events, and assisted in maintenance tasks, including event setup, painting, and cleaning.

## **Member of Business to Customer Marketing Operations**

AIESEC in Hungary | Debrecen, Hungary | Aug 2018 - Jan 2019

- **Organized and participated** in promotional events and info sessions to boost awareness of AIESEC's mission and programs, including active participation in local job fairs.

## **EDUCATION**

### **Bachelor's Degree in Economics**

University of Debrecen | Debrecen, Hungary | September 2014 - June 2017

- Specialization in Health Tourism Management