

Eva Batta

+36 30 *** 3978 | alma***@gmail.com

An experienced **Graphic Designer** specialized in pre-press works, like creatives (posters, flyers, roll-ups, business cards, CD-covers), brochures and books besides of online ads in socials, banners, etc.

Parallel to this a qualified **Economic Professional** with valuable experience in supporting budgetary institutions and over a decade of leadership role currently working in one of the largest university of Hungary on the economic side of the educational sector.

In both field passionate about managing medium and long-term projects, with excellent organisational skills and the ability to be creative to achieve desired goals and meet deadlines.

Now seeking a suitable job to utilise my existing skills and experiences.

KEY SKILLS

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|-----------------------|---------------------------------|
| • Workload Management | • Adaptability |
| • Organisation | • Communication |
| • Problem Solving | • Work ethic |
| • Project Management | • Graphic Design Sense |
| • Time Management | • Microsoft Office |
| • Proactivity | • Adobe Software Package |
| • Analytical Mind | (mainly InDesign and Photoshop) |
| • Punctuality | • Openness for New IT Solutions |
| • Teamwork | |

WORK EXPERIENCE

Graphic Designer and CEO/Owner, ÉTA-Info Lp., Hungary – IT and Services sector

2013–Present

- *As Graphic Designer*
 - Design pre-press works, like creatives (posters, flyers, roll-ups, business cards, CD-covers, etc.).
 - Design banners, online ads and other digital contents in social media.
 - Design long-term campaigns with returning design elements.
 - Upmake books, brochures and program guides.
 - Use Adobe Software Package (mainly InDesign and Photoshop).
- *As CEO*
 - Full management of the company.
 - Build up a stable and returning clientele.
 - Issue invoices, customer relations.

Concert and Event Manager, University of Debrecen, Hungary – Educational sector

2011–Present

- Full economic management of the artistic events of the Faculty of Music (budgeting, contracting, tender management, identifying saving opportunities, statistics, other economic tasks).
- Organize and coordinate regional, national and international artistic events (concert series, competitions, masterclasses, etc.) including operational tasks and full economic management.
- Maintain ongoing relationship and consult with artists, participants, technical staff and background services by e-mail and phone (frequently in English).
- Solve actual problems related the events on the fly.
- Audience organization.

Financial Manager, University of Debrecen, Hungary – Educational sector

2009–2011

- Full economic management of the Faculty of Music for two years long (during my colleague's maternity leave).
- Budgeting.
- Personnel related affairs, prepare assignment contracts and leases.
- Prepare tenders, tender management.

- Pre-, mid- and post-project calculations, statistics.
- Support the management with periodic and ad-hoc reports and cost estimates.
- Identify opportunities for optimisation and savings, drawing up improvement proposals.
- Resolve other, occasional economic tasks.

Controlling Manager, Gróf Tisza István Hospital, Hungary – Healthcare sector

2006–2009

- Manage the controlling department of the hospital.
- Establish, maintain and develop the hospital's controlling planning and reporting system.
- Introduce the supporting IT solutions (CT-EcoSTAT, MedKontroll).
- Support the management with periodic and ad-hoc reports and cost estimates.
- Identify opportunities for optimisation and savings, drawing up improvement proposals.
- Participate in the preparation of tenders.
- Pre-, mid- and post-project calculations.
- Medium-term strategic planning.

Controlling Assistant, Borsod-Abaúj-Zemplén County Hospital, Hungary – Healthcare sector

2001–2006

- Coordinate the planning work, indicate and analyse significant deviations from the targets.
- Discuss the results with people in charge, prepare alternatives for counter-regulation.
- Provide periodic (monthly, quarterly, annual) reports, estimates and closures, plus related documents and circulars.
- Support the management with ad-hoc analyses, tasks.
- Pre and post calculations, statistics, external and internal data reports.
- Preparation of tenders and the annual report to the CFO.
- Use individually developed controlling program (MedKontoll), an ERP system (CT-EcoSTAT) and medical systems (MedWorks, MEDITCOM).

EDUCATION AND QUALIFICATIONS

2001 Economist (BSc) – University of Nyíregyháza (Hungary)

1998 ECDL

1998 Business IT Specialist (ISCED 5B) – ÉRÁK, Miskolc (Hungary)

KEY ACHIEVEMENTS

- Outstanding Employee Award – University of Debrecen, 2021.
- Involved in the successful organization and coordination of more than 85 concert series, more than 44 national and international competitions, and almost 13 major international artistic events between 2011 and 2025.
- President of the Szatyor Debrecen Association (local farmers' sales co-operative) between 2014 and 2017.

CHARACTER REFERENCE IN NEW ZEALAND

Charles Csontos:

Mobile phone: +64-**-***410

Company landline: 07-***-*155

Email address: charles@*****.co.nz