

## PERSONAL INFORMATION

## Gabriella Jankó-Knapp



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Date of birth 29 April 1983

## WORK EXPERIENCE

 2023 . – **Faculty secretary**

Szechenyi Istvan University, Albert Kazmer Faculty of Mosonmagyaróvár  
Department of Food Science

Preparing and contributing to the implementation of international projects. Preparation of financial and technical reports.

Organizing and implementation national and international events (lectures, consultations, presentations). Carry out administrative and registration tasks.

 2016 - 2022 **Expert**

Szechenyi Istvan University, Faculty of Agricultural and Food Sciences  
Department of Food Science, Mosonmagyaróvár

Contribute to the implementation of national and international projects. Preparing financial and technical reports.

Organizing training courses and events (lectures, consultations, presentations) and preparing the relevant financial reports and accounts.

Carrying out administrative and registry tasks.

 2006 - 2015 **Institute engineer**

University of West Hungary, Faculty of Agricultural and Food Sciences, Mosonmagyaróvár  
Institute for Consultancy and Training

Writing, preparing and contributing to the implementation of national and international tenders in the fields of education, rural development, etc., preparing financial reports.

Organizing training courses and events (lectures, consultations, presentations), preparing related financial reports and accounting for grant contracts.

Carry out administrative and registration tasks.

## EDUCATION

 2006 – 2008 **Advisor Engineer**

University of West Hungary, Faculty of Agricultural and Food Sciences, Mosonmagyaróvár

 2001 – 2006 **Agricultural Engineer (Msc)**

University of West Hungary, Faculty of Agricultural and Food Sciences, Mosonmagyaróvár

 1997 – 2001 **Graduation**

Kossuth Lajos High School, Mosonmagyaróvár

PERSONAL SKILLS

Native language Hungarian

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	B2	B2	B1	B1	B2

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2: Proficient user  
[Common European Framework of Reference for Languages](http://www.cerl.eu)

Communication skills I have good verbal and written communication skills.

Organizational / managerial skills Organization of national and international events, educational events, training courses, organization and implementation of international tender programs.

Job-related skills Wide experience, load ability and flexibility. I have good problem-solving skills. I work well in teams.

Computer skills Microsoft Office (MS Word, Excel, PowerPoint), Use of email and internet search tools

Driving licence(s) B category