

## Dora Gombos

<b>Position in company</b>	Administrator and Personal Assistant
<b>Education</b>	2001, Economics, international marketing and management, public relations, history of the EU, international diplomacy (Joint international Bachelors degree). Budapest Business School, Hungary and International Business School (Hogeschool) Brabant, Breda, The Netherlands; 1997-2001
<b>Key areas of expertise</b>	<ul style="list-style-type: none"><li>- Event and conference management including international events</li><li>- Degree in international business and marketing, diploma in European law</li><li>- Procurement, supplier / contractor management</li><li>- Experienced administrator in office, academic and international environments</li></ul>
<b>Key professional experience</b>	<ul style="list-style-type: none"><li>- Event co-ordination and support: – speaker liaison, collation of papers and presentations, registration and on site support during technical events related to waste management and land regeneration</li><li>- Development production and distribution of course materials in liaison with technical speakers</li><li>- Delegate liaison with people of a wide range of ages, backgrounds and nationalities for universities, businesses and charities</li><li>- Working experience in US, UK, Dutch and Hungarian organisations</li><li>- Use of a wide range of travel arrangement and procurement systems</li><li>- Venue liaison</li></ul>
<b>Previous Employment</b>	Forever Events (sole tradership UK) BBC Monitoring Thames Valley University University of San Francisco ( USF) Pazmany Peter Catholic University (PPKE)