

## PERSONAL INFORMATION

**Petra Eszter Rácz-Putzer, PhD** Rákóczi street 80., 7622 Pécs (Hungary) putzerp@ktk.pte.hu

## WORK EXPERIENCE

01/2018–Present

**Assistant Professor**

University of Pécs, Faculty of Business and Economics, Pécs (Hungary)

- teaching, research, publication, TDK (Hungarian Scientific Student Conference) coordination,
- Simonyi BEDC, Head of communication
- mentoring

11/2015–12/2017

**Assistant Lecturer**

University of Pécs, Faculty of Business and Economics, Pécs (Hungary)

- teaching, research, publication, TDK (Hungarian Scientific Student Conference) coordination,
- Simonyi BEDC, Head of communication
- mentoring

09/2013–12/2014

**Graduate Research Assistant**

University of Pécs, Pécs (Hungary)

- teaching, research, publication, TDK (Hungarian Scientific Student Conference) coordination,
- Simonyi BEDC, Head of communication
- mentoring

09/2012–08/2013

**Assitant Lecturer**

University of Pécs, Pécs (Hungary)

- teaching, research, publication, TDK (Hungarian Scientific Student Conference) coordination

10/2010–07/2012

**Assistant master**

Perfekt Vocational School, Pécs (Hungary)

- teaching in OKJ programs (52 813 02 0000 00 00 Sport Organizer, -Manager, and 52 342 01 0000 00 00 Marketing- and Advertiser Assistant)

01/2008–12/2009

**Marketing Assistant**

Apollo Cultural Association, Pécs

- coordination of marketing activity

## EDUCATION AND TRAINING

09/2009–06/2015

**PhD degree**

University of Pécs, Faculty of Business and Economics, Doctoral School of Business and Economics

- absoltorium 01.02.2013
- summa cum laude

08/2013–06/2014 **Certified public accountant**

Comenius Vocational School, Pécs (Hungary)

- taxation, finance, controlling, accounting
- excellent grade

09/2004–06/2009 **Economist (MSc)**

University of Pécs , Faculty of Business and Economics, Pécs

09/2000–06/2004 **Graduation**

PTE (UP) Babits Mihály Grammar – and Vocational School, Pécs

- major: German

## PERSONAL SKILLS

Mother tongue(s) Hungarian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
	B2	C1	C1	C1	C1
	LCCIEB EFB business English intermediate (B2) combined ("C type")				
German	B2	C1	C1	B2	C1
	Sprachdiplom German Advanced (C1) combined ("C type")				

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user  
Common European Framework of Reference for Languages

## Communication skills

- good oral/verbal communication skills gained through my teaching experience and presentations on conferences as assistant lecturer, PhD candidate and marketing assistant
- good written communication skills gained through my teaching experience and research as s graduate research assistant and PhD candidate

## Organisational / managerial skills

- leadership skills (leading of student groups, Simonyi BEDC program mentor)
- organisational skills (organizer: UP Faculty of Business and Economic Scientific Student Conference (TDK), other conferences at the Faculty (e.g. EMOK- Conference of Marketing Educators), Simonyi BEDC events and programs)

## Job-related skills

- good at team work, but also at individual projects
- precise and practical working style
- punctual and suitable presence
- good adaptable skills
- mentoring skills

## Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving

Proficient user	Proficient user	Independent user	Independent user	Proficient user
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Digital skills - Self-assessment grid

- good command of Microsoft Office™ suite (word processor, spread sheet, presentation software)
- good command of photo editing software (Adobe Photoshop and InDesign) gained as a marketing assistant and Head of communication at Simonyi BEDC
- good command of SPSS analysis software gained as PhD candidate and assistant lecturer