

PERSONAL INFORMATION

Béla Zsolt GERGELY



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Sex Male | Date of birth 02 October 1973 | Nationality Hungarian

WORK EXPERIENCE

01 / 2017 – present

Project Manager, DANUrB Project

Budapest University of Technology and Economics (BME), Department of Urban Planning and Design, Budapest, Hungary (www.urb.bme.hu)

- Oversee day-to-day operations for a multimillion euros EU-funded project on fostering sustainable use of cultural heritage and resources dubbed DANUrB (more at www.interreg-danube.eu/approved-projects/danurb.)
- Manage project funding and expenditure, monitor progress and coordinate management of 40 partner organizations; prepare narrative and financial reports
- Provide technical assistance and expertise to staff, faculty and students on research funding, grants and other forms of financing

Business or sector Higher Education

05 / 2015 – 12 / 2016

Programme Manager

Municipality of Kistarcsa, Kistarcsa, Hungary (www.kistarcsa.hu)

- Managed international (EU-funded), national and local projects;
- Liaised with local civil society actors to design and implement local initiatives with municipal funding
- Created content and provided data for local legislature and the Mayor's Office

Business or sector Local Government

02 / 2013 – 05 / 2015

EU Funding Consultant

Budapest University of Technology and Economics (BME), Budapest, Hungary (www.bme.hu)

- Provided technical assistance and expertise on grant funded projects for the research community at BME (Erasmus+, Norway Grants, Visegrad Funds, Structural Funds, etc.);
- Maintained and updated databases and various systems;
- Authored reports and compiled statistical data on grants for CFO, Rector's Office and Director of Controlling.

Business or sector Higher Education

09 / 2009 – 02 / 2013

Program Manager/ Erasmus Coordinator

Edutus College, Budapest, Hungary (www.edutus.hu)

- Managed projects from initiation through close including planning, controlling, team management, implementation, evaluation and monitoring;
- Authored concept papers and recommendations to assist Rector, members of Senate and other decision makers in tailoring the college's policy and strategic planning for internationalization and global engagement;
- Coordinated EU grant funded projects (Erasmus, Campus Hungary, CEDEFOP Study Visits, Europe for Citizens, DG Enterprise and Industry, etc.);
- Identified and disseminated research funding opportunities to students, faculty and staff

Business or sector Higher Education

09 / 2009 – 12 / 2010 Consultant (EU funded projects)

Open Society Foundations - Education Support Program (OSF ESP), London, UK (opensocietyfoundations.org)

- Developed methodology to integrate Cambridge University's International Teacher Leadership Initiative with OSF ESP's South East European networks of practice;
- Established regional cooperation within the Education Cooperation Initiative in the Caucasus by bringing local partners and grantees together;
- Provided technical assistance and expertise to ESP in building partnerships and networks with other relevant organizations aimed at future joint activities related to the above mentioned initiatives.

Business or sector Non-profit

08 / 2005 – 12 / 2008 Office Manager

State Science & Technology Institute (SSTI), Westerville, OH, USA (www.ssti.org)

- Oversaw day-to-day operations; managed grant monies, monitored progress and coordinated subcontracted work for multimillion dollar federally funded projects related to the field of sustainable economic development and US economic policy;
- Authored articles for the *SSTI Funding Supplement*, an electronic publication that provides readers with valuable and timely information on application procedures, eligibility criteria and submission deadlines for hundreds of funding opportunities offered by the federal government and others.

Business or sector Non-profit

03 / 2004 – 10 / 2004 Institute Administrator

Institute for Theoretical Sciences, University of Notre Dame (ITS), Notre Dame, IN, USA (www.theoryinstitute.org)

- Created and monitored project budgets;
- Managed all aspects of developing grant solicitation programs, preparing presentations to foundations, federal agencies, corporations and individuals;
- Created institute identity by handling all aspects of public and media relations, and of website content management;
- Organized and handled logistics for conferences, seminars, symposia and other events.

Business or sector Higher Education

EDUCATION AND TRAINING

2013 – 2019 (expected)	<p>Master of Arts in British Studies</p> <p>1 Decembrie 1918 University of Alba Iulia, Romania</p>	EQF level 7
2000	<p>Master in Business Administration (non-degree student)</p> <p>Indiana University, School of Business and Economics, South Bend, IN, USA</p>	EQF level 7
1997 – 1998	<p>Master of Arts in American Studies (non-degree student)</p> <p>Babeş-Bolyai University, Cluj-Napoca, Romania</p>	EQF level 7
1993 – 1997	<p>Bachelor of Arts in English (major) and Hungarian (minor)</p> <p>Babeş-Bolyai University, Cluj-Napoca, Romania</p>	EQF level 6

PERSONAL SKILLS

Mother tongue(s) Hungarian, Romanian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
French	A1	A2	A1	A1	A1

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user
Common European Framework of Reference for Languages

Communication skills

- Team work: throughout my career I have worked in various types of team environment, both in terms of management and research; I have developed skills and aptitudes that make me very effective in such contexts;
- Mediating skills: worked in concert with people from all walks of life, professions, and socioeconomic statuses on numerous occasions;
- Intercultural skills: coming from a multi-cultural background in Eastern Europe, having had the opportunity to live and study in the USA and work in different national contexts (e.g. South Africa, Central and Eastern Europe, West Balkans, Caucasus, UK and Spain) allows me to be sensitive to different work environments and cultures.

Organisational / managerial skills

- Organised over 35 events, from large 500+ participant conferences to smaller symposia and workshops in academic, non-profit and corporate settings;
- Set up several consortia for multi-partner EU projects (Interreg, Erasmus+, LLP Sectoral and Transversal programs, Youth in Action, Europe for Citizens, etc.), facilitated and mediated communications between members; acted as liaison between University of Notre Dame, Argonne National Laboratory and University of Chicago during implementation of US federally funded projects

Job-related skills

- Advanced project management skills; Familiar with using Microsoft Project and e-Synergy for scheduling tasks, workflow design, and controlling; Used effectively various e-platforms for online collaboration such as Google Drive and Windows Live environments;
- Excellent analytical skills (statistics and math);
- Fluent with web-based research and information gathering, as well as conducting interviews and surveys; primary data analysis;
- Academic writing, editing, and professional communication skills.

Computer skills

- Proficient using Microsoft Office;
- Competent with web design and production software such as Adobe Creative Suite (Photoshop, Dreamweaver, Fireworks);
- Good command of HTML authoring tools (WordPress, Drupal);
- Extended experience w/ accounting software: QuickBooks Pro, BANNER financial systems (widely used by US universities), and GERS Unix;
- Familiarity with SAP.

Other skills

- Digital photography and video, DTP and layout design

Driving licence

- Operator's license, category B

ANNEXES
(available upon request)

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- letter of recommendation from Mr. Dan Berglund, President & CEO of SSTI;
 - list of projects;
 - list of publications.