



Fanny Ökrös  
08/07/1994  
+ 36 30 44 33 053  
+ 39 338 83 46 105  
okros.fanni0708@gmail.com

## PROFESSIONAL EXPERIENCE

**15.01.2024 - ongoing**      **CEO of Studio F individual enterprise of Fanny Ökrös**  
P.IVA 02686920469

- Translation and interpretation
- Assistance in Italy, communication with private and public authorities (*Comune, Agenzia delle Entrate, supply services or other relevant offices*)
- Management of bureaucracy related to tourist rentals, permits, IMU, TARI
- Operational management for tourist rentals (reservation management, reception, management of cleaning services)
- Generic bureaucratic assistance in Italy

**15.01.2023 – 15.03.2024**      **Extrajudicial Assistant**  
Survey Studio of Geom. Daniela Mazzoni  
Lucca (LU)

- Preparation of official private documents (delegations, mandates, real estate purchase, rent, technical documentation, or inheritance) as requested
- Assistance to the program Adobe In Design and PhotoShop
- Organisation of online and residential events: for clients for showing projects or educational purposes
- Assistance at land-survey projects, mensuration in team
- To keep in order the archives

**16.05.2022 – 30.09.2023**      **Employee, office background worker**  
Coldiretti Lucca Massa Carrara  
CAF (Central Assistance in Finances)  
( <https://lucca.coldiretti.it> )

- Assistance for clients (in person in the office or calls about Italian tax declaration named 730/2022 and about the Italian annual municipal tax named IMU)
- Organisation of Institutional events and workshops, communication with clients
- To insert all of personal data, the land registry record and medical expenses and complete files with the program of the tax declaration
- Creating official mandates for the work of the department
- Providing assistance and organisation of the archives
- Assistance to insert data to create payrolls for clients as requested
- To inform and to keep in touch with clients of Coldiretti

**01.02.2021 – 06.05.2022**      **Extrajudicial Assistant**  
Survey Studio of Geom. Daniela Mazzoni

## Curriculum Vitae

### Lucca (LU)

- Preparation of official private documents (delegations, mandates, real estate purchase, rent, technical documentation, or inheritance) as requested
- Assistance to the program Adobe In Design and PhotoShop
- Organisation of online and residential events: for clients for showing projects or educational purposes
- Assistance at land-survey projects, mensuration in team
- To keep in order the archives

### **01.10.2019 – 15.07.2020      Legal Trainee**

Studio Legale Molnar

(<http://www.drkmolnar.hu/it/>)

- Preparation and specification of bills, getting PEC system under control of the lawyer
- Translation of official documents and contracts from Italian to Hungarian and from Hungarian to Italian language as requested
- Editing and preparing official documents (mandates, delegates, contracts of acquisition, rent)
- Registering the receiving of official letters, keeping contact with clients keeping them available, organising them with respect to accessibility, providing information when required
- Research in the practice of Tribunals, as cases in International Courts as cases in National Tribunals

### **01.07.2017 – 01.12.2018. Legal Trainee**

S. Horváth Law and Mediation Office, Budapest

( <http://shorvath.hu> )

- Editing Application for Trademark (both National and EU), submission (with the supervision of lawyer), keeping contact with clients (in Hungarian, Italian and English language)
- Preparing cases related to Industrial Property Rights, researching Court practice, searching for judgements
- Keeping contact with clients in case related to Copyrights, regular information supply - writing and editing Contracts of Assignment, writing and editing entitlements, writing, preparing for Trading contract
- Editing and preparing for documents of liquidation and bankruptcy proceedings
- documents, compiling, distributing, collecting, evaluating and publishing questionnaires
- Research (mainly in the topic of mediation, both in English and Hungarian language)

### **01.07.2016. – 01.10.2016. Legal Trainee**

Di Franco Studio Legale, Budapest - Milano

(<http://www.difrancolex.eu/it/profilo/> )

- Writing European warrant of payment in Hungarian, Italian and English
- Keeping contact with, claiming for information from the Court and other authorities, in Italian or Hungarian language
- Keeping contact with, providing information and orientation for clients (in Italian, English or Hungarian language – by need)

## STUDIES

## Curriculum Vitae

- 2023 – 2024                    **Eötvös Loránd University, Faculty of Languages**  
Translation Specialisation on legal and economic matters
- 2013 – 2019                    **Eötvös Loránd University, Faculty of Law**  
Doctor of Laws, Degree Cum Laude Budapest, Hungary

### LANGUAGE SKILLS

- **Italian language** – Fluent business use (Advanced level language exam ‘C1’)
- **English language** – Fluent business use (Intermediate level language exam ‘B2’)
- Latin language – (Intermediate level language exam ‘B2’)

### OTHER SKILLS

- Teaching language and preparing students for Italian or English language exam
- **Responsible, accurate and reliable** work (both at the University of Law and while working for Law Offices)
- High level **communication** skills, in Hungarian, Italian or international environment (practised while keeping contact with clients)
- **Team player approach** (in the course of fulfilling the organisational tasks received in grammar school, in the university and also as a professional trainee)
- Experiences in **organising, assistance with the Director** (experience with a head lawyer of an international law firm, with an Italian Survey - works as assistant)

### PUBIC ACTIVITIES

- Award of **Alternative Dispute Resolution 2017 first place** (in Group category)
- **ELSA** (European Law Student Association) participation, membership
- Participation at the **Conference of Alternative Dispute Resolution**, and introducing the winning entry work in the framework of a **Lecture**, organised at the Hungarian Academy of Science <https://www.mnb.hu/bekeltetes/alternativ-vitarendezeesi-konferencia/alternativ-vitarendezeesi-konferencia-2017-szeptember-28-29> )
- **Articles** of legal topic (below please find the published articles):
  - ‘Alternative dispute resolution at family entrepreneurs’ titled winning entry work, Hungarian National Bank – homepage of the Financial Mediation Board (<https://www.mnb.hu/letoltes/avr-junior-2017-csoportos-dij-alternativ-vitarendezeesi-a-csaladivallalkozasoknal.pdf> )
  - ‘Flick Sentenced to 25 years Imprisonment’ – as co-author, on the homepage of the Model International Criminal Court
  - ‘Experienced Victims’ -as co-author, on the homepage of the Model International Criminal Court