



Christelle HORVATH

*Training manager / Project manager
Bilingual English / Conversational Hungarian*

CONTACT

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SKILLS

Project Management
Organisation & planification
Team spirit
Reliable

LANGUAGES

English : bilingual
Hungarian : conversational

OTHERS

IT skills :
Microsoft Office : Word, Excel,
PPT, Outlook
Accounting
Key user Visual Planning

INTEREST

Organizing trips
Reading
Intercultural : Member of
France Hongrie Dauphiné
association

Experience

Training Manager *Aug 2023 – today*

Technidata, Montbonnot

- Study, analyse & optimize training needs within the subsidiaries
- Project management, quality process and certifications
- Administrative and budgetary follow-up

Executive Assistant *Mars 2013 – Aug 2023*

Technidata, Montbonnot

- Assist the Operations Director and deployment engineers in their activities
- Manage the training center - pedagogical support & customer relations
- KPI analysis and monitoring
- Internal projects - deployment and key user of Visual Planning

Training Coordinator *Nov 2010 – Feb 2013*

Schneider Electric, Montbonnot

- Management of technical trainings
- Commercial follow-up of customers; Quotations and invoicing
- Consolidation and analysis of activity; Cost follow-up
- Project management : ISO 9001 – change of ERP

Digital Inclusion Officer *Dec 2008 – Nov 2010*

Association Facile, Grenoble

- Creation & management of a center dedicated to helping people developing their IT skills;
Development of course materials and training sessions; Financial reporting and activity analysis for the community center

Executive Assistant *Jan 2007 - Jul 2007*

Becton Dickinson, Pont de Claix

- Administrative support for the director and his international team during the construction of a new plant in Hungary

Project Management *Jun 2000 - Jul 2002 Oct 2003 - Jun 2004*

Hewlett Packard, Grenoble

- Coordination between IT and operational teams during SAP implementation
- Project management: Assessment of requirements; specifications; Test and validation
- Training: Setting up and running training sessions; User support

Operations Manager – Reservation's department *Jun 1996 - Feb 2000*

Canadian Affair, London (Tour operator)

- Management of a team of 15 people (recruitment - training and supervision)
Negotiate contracts with service providers
Sales management (organization of stays - customer service - telephone complaints)

Education

Higher National Diploma - Business and Finance, London *Oct 1993 – Jun 1996*

Project management, finance, marketing, accountancy & statistics