



KATALIN REGINA GIAY

CONTACT INFORMATION

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LINKEDIN

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LANGUAGES

English- Advanced level (C1)
German- Intermediate level (B2)

WORK EXPERIENCE

HR Assistant, Global Sourcing

May 2023 - May 2024

Aldi Süd Holding | Salzburg, Austria

- Facilitating onboarding processes for new hires by generating user accounts, including passwords, email addresses, and codes in ADM (Active Directory Management)
- Coordinating onboarding training for new hires, utilizing Outlook for scheduling and rescheduling
- Generating starter checklists and workbooks for various positions, including assistants, specialists, managers, and directors
- Maintaining existing employee records and tracking their status through Excel and SharePoint lists
- Regularly updating the company's organizational chart and lists on a monthly basis
- Developing personalized training plans for Managers and Directors
- Assisting with various trainings for employees and senior management
- Managing the "In-Store Training project" and maintaining effective communication with store agents

Retail Intern

February 2022– March 2023

Wolt Hungary | Budapest, Hungary

- Reviewing contracts with retail partners.
- Establishing an online platform on the Wolt website for merchants
- Managing venue platforms, including the uploading of product lists through Excel (csv. and API) and updating store information
- Executing tasks requested by retail partners, such as modifying prices, uploading product images, and adding new product lists
- Collaborating with multinational and Hungarian supermarket chains. Utilizing NielsenIQ Brandbank on a daily basis

HR Admin Intern

May 2021 – October 2021

IBM Hungary Kft. | Budapest, Hungary

- Playing a vital role in the Kyndryl transfer process within the EMEA region
- Monitoring and documenting the relocation of employees
- Managing contracts and maintaining communication with IBM employees transitioning to Kyndryl
- Coordinating interviews via WebEx, reaching out to applicants through phone and email
- Demonstrating daily proficiency in Word and Excel
- Engaging in the daily use of CISCO System

Receptionist

June 2020 - September 2020

| Siófok, Hungary

- Utilizing the "Hotrest" software for invoice processing and reservations
- Maintaining regular communication with guests and adeptly handling any arising complaints.
- Overseeing event management responsibilities, including organizing conferences
- Establishing the working hours for the front office
- Performing data management and administrative tasks using Word and Excel

EDUCATION

Tourism and Catering Bachelor

September 2019- January 2023

Budapest Business School

Faculty of Commerce, Hospitality and Tourism

Budapest, Hungary