

# László Keresztes

Budapest



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## Work experience

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### Project manager

**2020-**

#### Hungarian Atlantic Council, ICDT

- Managing institutional projects from initial concept to successful implementation, ensuring smooth execution at every stage
- Researching international (NATO and EU) and domestic funding opportunities and preparing grant applications
- Documenting projects comprehensively, including budgeting, reporting, and execution planning
- Setting clear objectives, defining workflows, assigning responsibilities and managing deadlines to ensure smooth operations
- Building and coordinating project teams, assigning key roles to stakeholders
- Maintaining effective communication with leadership, sponsors, experts, and colleagues throughout the project lifecycle
- Procuring the necessary tools and equipment for successful project execution
- Developing partnerships with institutions and recruiting intellectual capital
- Recruiting, mentoring and evaluating volunteers to enhance team performance
- Conducting post-project evaluations to drive continuous improvement and best practices
- Building and maintaining international and domestic networks to support institutional goals
- Representing the organizations at international and domestic conferences, workshops, lectures, study visits, receptions, and other professional events

### Translator and interpreter

**2018-2020**

- Translation of statements, analyses and other documents
- Personal and remote interpretation
- Organizing group projects
- Negotiation coaching

## **Policy expert intern at Hungarian Parliament**

**2015-2018**

- Participating in committee and plenary sessions and preparing detailed reports
- Policy advising and preparing written guides for committee members
- Analysis and evaluation of the annual ministerial hearings
- Managing the internship team and overseeing the onboarding and training of new interns

## **Real estate agent**

**2012-2015**

### **Pickens Ltd.**

- Meeting the needs of clients with diverse expectations
- Finding solutions for the satisfaction of all parties
- Acquiring potential partners
- Contacting financing banks and loan officers

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## **Education**

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### **Milton Friedman University**

- BA in International Studies, specialization in National Security and Security Policy – 2024
- MA in International Studies, specialization in Diplomacy – in progress

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## **Skills**

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### **Communication skills**

- effectively employing various negotiation strategies
- rational reasoning and advocacy
- precise and structured verbal and written communication
- excellent negotiation skills in English

### **Analytic skills**

- proactive approach, preparing for different outcomes
- situational awareness
- goal oriented planning ability
- readily adapting to new challenges

## **Organizational skills**

- conscious prioritization and quick decision-making
- precise coordination of work processes
- effective multi-tasking during complex tasks
- efficient time management

## **Language skills**

- Hungarian native
- English fluent, C1 language exam
- French beginner

## **Driver's license**

- category B

## **Digital skills**

- MS Office package advanced user level knowledge