



Virág Kemecesei

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WORK EXPERIENCE

11/2023 – CURRENT Budapest, Hungary

PROJECT ASSOCIATE (LABOUR MOBILITY) IOM - UN MIGRATION

Under the overall supervision of the Head of Office and direct supervision of the Project Coordinator (Labour Mobility), the Project Associate (LM) is responsible and accountable for assisting in the project implementation.

Responsibilities:

- Assist in the implementation and monitoring of project activities.
- Retrieve, compile, summarize, analyse, and present information/data on specific project topics.
- Monitor budget; verify availability of funds; obtain necessary approval and update budget-related information.
- Act as a focal point for administrative coordination of project implementation, involving extensive liaison with diverse organizational units and external parties to initiate requests, obtain necessary clearances, process and follow-up on administrative actions, etc.
- Draft project progress reports and final reports by complying with the reporting requirements of the project, identifying shortfalls in delivery, bringing them to the attention of the supervisor, and suggesting remedial actions.
- Draft correspondence on project issues; prepare and update reports, briefing notes, graphics, statistical tables, presentations, and other forms of documentation.
- Set up and maintain files/records; organize meetings, workshops, and training sessions.
- Participate in meetings and conferences; assist in coordinating implementation activities with local authorities, partners, United Nations agencies, intergovernmental and non-governmental organizations, donors, and other stakeholders relevant to the project.

05/2022 – 08/2023 Hiroshima, Japan

UKRAINE PROJECT SUPPORT (PART-TIME) HIROSHIMA PEACEBUILDERS CENTER

This position was commissioned by the International Criminal Court (ICC) in the Hague to support their work regarding the situation in Ukraine. The principal goal of this support position is to gather information about mainstream Russian figures and compile their narratives into three situation reports per week.

Main responsibilities:

- Researching news and posts from mainstream Russian political figures.
- Monitoring the Hungarian news media's narratives about the war.
- Translating most relevant Telegram posts from Russian to English.
- Compiling data into three thematic situational reports every week.
- Communication with the team, and participating in team meetings.

11/2020 – 12/2020 Kos, Greece

PROTECTION ASSISTANT (UNOPS LICA-4) UNHCR - THE UN REFUGEE AGENCY

As a Protection Assistant, I was under the supervision of the Senior Community-based Protection Associate at the Field Office in Kos to whom I reported on a weekly basis.

Responsibilities:

- Assist in the identification, referral, preparation, and roll-out of the transfers for People With Specific Needs (PWSN) and other individuals to pre-selected alternative accommodation on the islands of Kos and Tilos and on the mainland.
- Provide information upon arrival in group sessions and individual counseling on protection issues to persons of concern.
- Conduct preliminary information gathering and interviews in support of eligibility, status determination, durable solutions, and social needs assessment.
- Monitor and report on asylum, border, and detention policies, procedures, and practices; especially on cases of detention, possible refoulement, expulsion, and other serious protection incidents.
- Assist in drafting weekly situation reports, routine correspondence, updating relevant databases, and compiling statistics for the protection team.

09/2019 – 11/2020 Budapest, Hungary

SENIOR PERSONNEL ADMINISTRATION ASSISTANT (G5 LEVEL) UNHCR - THE UN REFUGEE AGENCY

The Senior Personnel Admin Assistant (PAS) is a member of the Personnel Administration and Payroll Section (PAS), within HR Administrative Staff Services within the Budapest HQ of UNHCR.

Responsibilities:

- Administer HR processes, benefits, and entitlements for internationally recruited staff.
- Apply the UN staff rules and regulations to ensure uniform and consistent application of HR and administrative rules and procedures.
- Provide clarifications to staff members on their eligibility for benefits and entitlements.
- Contract management and grant payment to staff members.
- Verify that staff personnel data are correctly entered in the MSRP Human Resources IT module.
- Update personnel records and manage case files.
- Teamwork and support within the Budapest HQ; operational support to field duty stations.
- Emergency management under areas of responsibility.

07/2019 – 08/2019 Budapest, Hungary

ASSISTANT - LAW ENFORCEMENT & RULE OF LAW TEAM HUNGARIAN HELSINKI COMMITTEE

The Hungarian Helsinki Committee is a human rights organisation in the non-governmental sector based in Budapest, Hungary, which protects human dignity and the rule of law through legal and public advocacy methods. I was mainly assisting the Law Enforcement & Rule of Law Team in their reporting activities.

Responsibilities:

- Copy editing and translating reports.
- Data analysis.
- Contributing to ongoing projects based on the findings of my Masters thesis project which dealt with enhancing and democratising public dialogues.

10/2018 – 02/2019 Brussels, Belgium

BLUE BOOK TRAINEE EUROPEAN COMMISSION

Hands-on experience in EU decision-making, working in the Assurance & Supervision Unit in the Shared Resource Directorate of the Directorate-Generals for Mobility & Transport (DG MOVE) and Energy (DG ENER).

Responsibilities:

- Carrying out tasks similar to that of an AD-official, especially in internal communication.
- Opportunity to attend workshops and conferences on various issues.
- Co-coordinator of the Trainee's Arts & Culture Subcommittee, in which role I contributed to the organisation of a Commission conference on the topic of inclusivity to arts and culture for people with and without disabilities.

09/2017 – 01/2019 Budapest, Hungary

TECHNICAL SUPPORT FOR EDITORIAL PROCEDURE INTERSECTIONS: EAST EUROPEAN JOURNAL OF SOCIETY AND POLITICS (HUNGARIAN ACADEMY OF SCIENCES)

This is an ongoing online position for Intersections: East European Journal of Society and Politics. This quarterly publication was founded by the Centre for Social Sciences of the Hungarian Academy of Sciences in Budapest and provides an international forum for scholars coming from and/or working in the region.

Responsibilities:

- Strictly following the deadlines set by the editor-in-chief, even with urgent editing tasks.
- Reviewing the academic articles in terms of formatting, quality of English as well as referencing.
- Providing feedback for the whole process.
- Cooperation with other editors (teamwork).

07/2015 – 08/2015 Budapest, Hungary

RETAIL & MARKETING TRAINEE BUDAPEST AIRPORT ZRT.

Responsibilities:

- As a member of the shopping assistance project, the aim was to understand consumer behaviour at an airport, by observing passengers and discussing with retail shop managers.
- Collecting relevant data and produce a report highlighting possible improvements and financial benefits of the "shopping assistant" position.
- Supporting the retail team in administrative tasks.

07/2010 – 07/2010 Reibers, Austria

PARTICIPANT IN THE HUNGARIAN STUDENT DELEGATION PEACECAMP PROJECT

The Peacecamp Project allows students from four delegations with four different identities to come together for a week and experience mediation and conflict resolution through games and discussion. The four delegations were: Austrian, Hungarian, Israeli Jewish, and Israeli Palestinian.

● EDUCATION AND TRAINING

04/2021 – 09/2023 Tokyo, Japan

JAPANESE GOVERNMENT (MEXT) RESEARCHER (MA IN INTERNATIONAL RELATIONS) Waseda University

I am currently the recipient of the **Japanese Government's MEXT Scholarship**, as part of which I am in the process of obtaining my second **Masters Degree in International Relations (MA)**.

09/2017 – 05/2018 Taipei City

TRADITIONAL MANDARIN LANGUAGE STUDIES (NON-DEGREE) National Chengchi University

I was the recipient of the **Huayu (Mandarin) Enrichment Scholarship** provided by the Taiwanese Ministry of Education, allowing me to study in Taipei. Along with the compulsory daily language courses, other cultural subjects were also studied during the course (for example: Calligraphy, Traditional Chinese Painting).

09/2016 – 06/2017 Amsterdam, Netherlands

MSC CONFLICT RESOLUTION & GOVERNANCE University of Amsterdam

This 1-year **MSc** programme focused on the study of **Conflict Resolution & Governance** within the field of Political and Social Sciences. My independent thesis research dealt with how certain actors can perform in public spaces in a way that can enhance democratic processes in societies and inspire active citizenship. Final grade in the Dutch grading system: **7.96** (thesis grade: **8.2**)

01/2015 – 06/2015 London, United Kingdom

BA ERASMUS EXCHANGE AT THE POLITICAL SCIENCE DEPARTMENT AND THE SCHOOL OF SLAVONIC AND EAST EUROPEAN STUDIES University College London

I was a participant of the **Erasmus Mobility Programme** for half a year as part of the completion of the BA degree, the aim of which was to enhance the intercultural understanding and academic dialogue between the peoples of the continent. Overall classification: **68.75** (Upper Second)

09/2013 – 07/2016 Budapest, Hungary

BA INTERNATIONAL RELATIONS EXPERT Corvinus University of Budapest

I was enrolled in a 3-year **BA** programme in the field of Political and Social Sciences. The main focus of the degree was European Integration, but my thesis concentrated on Japanese and Mainland Chinese relations

in the area of international security. Overall classification: **very good** (GPA: 4.78 in the Hungarian grading system)

● LANGUAGE SKILLS

Mother tongue(s): **HUNGARIAN**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C2	C2	C2	C2	C2
CHINESE	A2	A2	A2	A2	A1
RUSSIAN	B2	B2	B1	B1	B1
JAPANESE	C1	B2	B2	C1	B1
DUTCH	A2	B1	A2	A2	B1
FRENCH	A1	A2	A1	A1	A1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● DIGITAL SKILLS

Outlook | Suite MS Office (Word, Excel, PowerPoint, Outlook, SharePoint) | Social media communicator | Adobe Creative Tools (Photo Shop, Illustrator) | UNHCR MSRP | proGresV4 | R, R Studio, R Markdown

● ADDITIONAL INFORMATION

ORGANISATIONAL SKILLS

Organisational skills - Coordination skills and event planning
- Team management
- Experience in logistics

Skills acquired through:

- Team management at AIESEC as an International Relations & LEAD Coordinator
- During my Curatorial Traineeship and as one of the coordinators of the Trainees' Arts & Culture Subcommittee during the Blue Book Traineeship

COMMUNICATION AND INTERPERSONAL SKILLS

Communication and interpersonal skills - International communication and negotiation/mediation/conflict resolution skills
- Teaching ability and telemarketing skills

Abilities acquired through:

- Masters in Conflict Resolution & Governance
- AIESEC activities
- Traveling experiences
- Blue Book Traineeship

JOB-RELATED SKILLS

Job-related skills

- Qualitative and limited quantitative research skills
- Editorial experience

Skills acquired through:

- Independent research conducted throughout higher education, especially for the MSc thesis

- During the time spent as a Technical Support for Editorial Procedure at the Hungarian Academy of Sciences

VOLUNTEERING AND STUDENT SOCIETIES

Volunteering and student societies

During my BA studies at the Corvinus University of Budapest, I joined the largest student association in the world called AIESEC. I have worked in various fields within the Budapest Local Committee, such as:

- **Incoming Global Community Development Programme - Be an Impact Project Member:** The project first and foremost dealt with organising exchanges which enabled foreign volunteers to help in the effort of organisations working with the socially underprivileged people of Hungary.
- **Marketing/Promotion Team Member:** By making the membership program of AIESEC visible at the university we enabled new members to join in the work of our organisation.
- **International Relations & LEAD Coordinator:** Leading a team of three, I ensured the coordination and reception of the incoming volunteers to Hungary while communicating with their project managers.
- **Engage & Develop Coordinator:** My main responsibility was the use of alternative human resources while taking part in internal selection processes.

I have also volunteered in a number of other organisations as I believe in the value of community initiatives: at the London Chinese New Year Festival in 2015 and in various food kitchens during my travels around the world.

During the June 2019 **Pre-Elections for the Mayor of Budapest**, I was a civilian **election observer**. My role included checking that everything was in order and all legal requirements were duly observed at my station.

During June and July 2019, I volunteered at a **Hungarian youth festival** called Bánkitó, where my responsibilities include coordinating some of the cultural and arts programmes, logistics and event management.

CAST REFERENCES

CAST references

FG III Project/programme management (*passed*) - **Reference No. 4449931**

FG IV Political affairs/EU policies (*applied*) - **Applicant No. 4482496**
