



Annamária KITTA

Summary

Accomplished international relations and project management professional with extensive experience in office management, EU-funded initiatives, and intercultural collaboration. Currently serving as the **Head of the International Office at the Ludovika University of Public Service**, overseeing key programs such as Erasmus+, government scholarships, and global partnerships. Demonstrated expertise in managing large-scale international projects (Jean Monnet Actions, Erasmus KA2, CERV) and coordinating high-profile events. Adept at negotiating and establishing international agreements while ensuring compliance with visa regulations and foreign employment laws. Proficient in **English and French**, with strong leadership, strategic planning, and problem-solving abilities. Passionate about fostering global academic cooperation and enhancing international education opportunities.

Experience

Head of International Office

Ludovika University of Public Service | Budapest | Jan 2023 - Current

- Oversee the strategic management of the International Office, supervising four key departments and 19 colleagues.
- Lead the execution of the **Erasmus+ Programme** and international scholarship programs.
- Establish and maintain relationships with global partner institutions, negotiating **Inter-Institutional Agreements** and **Memoranda of Understanding**.
- Direct the implementation of **EU-funded projects**, ensuring compliance and reporting.
- Organize high-profile international events, fostering cross-border academic collaboration.

Head of Department

Department of International Relations, International Office, LUPS | Apr 2022 - Dec 2022

- Spearheaded international partnerships, expanding academic collaborations.
- Managed university-wide communication in English, overseeing website and social media platforms.
- Directed the execution of **international projects**, ensuring smooth operations and funding compliance.
- Organized major international forums and student events.

Project Manager

Office of Tenders and Project Management, LUPS | Budapest | Aug 2021 - Apr 2022

- Managed international and national projects, including **CASPA, Synergy, Academy of Public Administration**.
- Led administrative processes, from contracts to final reporting and financial tracking.
- Acted as the institutional liaison for the **National Research, Development, and Innovation Office**.
- Edited and distributed the office's monthly newsletter (*Navigator*).

Project Coordinator

Office of Tenders and Project Management, LUPS | Budapest | Dec 2016 - Jul 2021

- Coordinated EU-funded **KÖFOP** projects, liaising with technical and financial teams.
- Managed project documentation, reporting, and compliance tracking.
- Organized key meetings, ensuring the alignment of project deliverables.

Language Teacher (Freelance)

Nyíregyháza & Budapest | May 2002 - Nov 2016

- Taught **English and French** as a second language to secondary students and adults.
- Designed customized lesson plans, preparing students for language certifications.

Contact

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Education

University of Pécs
Master of Arts: French language
and literature
2005

Université Libre de Bruxelles
2001

University of Nyíregyháza
Bachelor of Arts: English and
French language and literature
2002

Soft Skills:

- Leadership & strategic planning
- Stakeholder engagement & negotiation
- Cross-cultural communication
- Crisis management
- Adaptability & resilience
- Time management
- Team management
- Problem-solving

Project Management Skills:

- EU Grant Writing & Administration
- Budget Planning & Financial Oversight
- Risk Management

Technical & Digital Skills:

- Microsoft Office Suite (Excel, Word, PowerPoint)
- Social Media & Website Management