Curriculum Vitae

Personal Information

Name; Maria Nerdrum-Harrison

Address; 5 Hempshill Barns, Nottingham, NG6 7AA, UK

Mobil phone number; 07517470446

E-mail address; maria@nerdrum.dk

Nationality; Norwegian

Work permit; yes

Domiciled in the U.K since; 13.09.1999

D.O.B; 04.03.1968

Education and Qualifications

2003 – 2005 Legal Practise Course, College of Law, U.K

1999 – 2002 Bachelor of Law with Honours, University of Manchester, U.K

1998 – 1999 Post- Graduation Diploma in Teaching & Teaching Foreigners, The

Teaching Academy, Oslo, Norway

1992 – 1995, Phonetics, Linguistics, Translation, English, University of Oslo,

Norway

Work Experience

1995 – 2009 Freelance Translator, Teacher, Editor and Proofreader.

I have worked in these roles part-time when I studied, when I was a teacher at some primary schools (see below) and when I worked as a Customer Service Specialist. I have worked full-time when I did not study and I have now worked full-time since 2006. During all these years, I have undertaken projects in most subject areas, both large and small projects. I work with private clients and agencies. I have at present co-operation with agents in The U.S.A, Colombia, Spain, France, Czech Republic, U.K, Lithuania, Latvia, Estonia, U.A.E, India, Hong-Kong and China. Some are long-term partners and others are only short term partners.

2006 – 2006 Customer Service Specialists for E-on (Powergen)

I dealt with all kinds of enquiries from the public and customers of the company.

1997 – 1999 Primary School Teacher for Munkerud Primary School, Norway

I taught all subjects, including English and Norwegian, on all levels. I was given full responsibility for all of the school’s immigrants who came from many different nations. I was also Special Needs Teacher for children with speech impediments, dyslexia, behavioural issues and learning difficulties.

1996 – 1997 Primary School Teacher for Trosterud Primary School, Norway

I taught all subjects on all levels and I taught Norwegian to immigrants. I was also recruited as a Special Needs Teacher and taught children with speech impediments, dyslexia, behavioural issues and other learning difficulties.

1995 – 1996 Primary School Teacher for Munkerud Primary School, Norway

I taught all subjects on all levels.

Skills and Other Information

1997 – 1999 Chairman of the Board for BA 28 Management Company

As a Chairman of the Board I undertook a major renovation project that cost in the region of £ 700,000, of a building consisting of 20 flats and a large office. I dealt with all aspects of the renovation e.g. legal tenders, contracts, financial issues, health and safety, building regulation applications etc. The project was successfully completed and run solely by me and finished within a year. I also won an expropriation of land case, brought on by the Oslo City Council, on behalf of the management company.

* Languages; Norwegian, Swedish, Danish, German, some Spanish and learning Arabic at the moment
* Computer Literate; Microsoft Office Word, Excel, Outlook 2003, Babylon
* Full and clean U.K Driving License