

SUMMARY OF QUALIFICATIONS

Native Norwegian and English speaker, near-native Spanish and German speaker, full professional proficiency in Italian, experience in working under pressure to meet deadlines. 10 years of experience both living and working in each of my languages.

Areas of expertise include: aw, politics, international business, economics and higher education. Extensive professional and personal experience with all of my languages.

FREELANCE TRANSLATOR & INTERPRETER

- Deliver precise native English translations from Norwegian, Danish, Swedish, Spanish, German and Italian
- Provide accurate translations in rare language pairs: German↔Norwegian, Italian↔Norwegian
- Specializing in international development, higher education, politics and economics, international business, gastronomy and tourism
- Experienced in specific subfields:
 - international development: non-profits, HIV/AIDS awareness campaigns, monitoring and evaluation, health and sanitation
 - legal: tenders, family law, contract law, inheritance, wills and trust documents, real estate
 - politics and economics: EU Politics and Business, finance, accounting, public administration and administrative forms, game theory
 - Business and Finance: human resources, marketing, reports
 - Educational: specialized in higher education, diplomas and certificates of completion, official curricula and course descriptions
 - Administrative: visa processing
- Experience proofreading marketing documents, cold letters and emails, and administrative documents at the university level and private sector

PROFESSIONAL EXPERIENCE

Tufts Programs Abroad, Program Assistant March 2013-present

- Process more than 250 applications for all Tufts Programs Abroad applicants
- Liaise between each country's Resident Directors and students, parents, and university administrators
- Administrative manager for incoming exchange students from partner institutions

Peace Corps Africa-English Teacher August 2011-October 2013
Oupumako Combined School Oupumako, Namibia

- Organized school events, tests, and lesson plans, as well as extra-curricular activities with at-risk youth with fellow teachers. Projects included sports and AIDS education programs.
- Developed new teaching methods that led to an 80% improvement of 7th grade students' final exam scores from term one to term two.

Event Manager Assistant January 2011-May 2011
The Italian American Chamber of Commerce (IACC) Chicago, IL

- Cold called companies and CEOs interested in starting partnerships with Italian and Italian American companies.
- Maintained the IACC's database and organized various networking events
- Developed various letter templates used to reach the Chicago Italian American community
- Interpreted for various design firms interested in establishing a clientele in Chicago

Logistics Assistant August 2010-September 2010
internationales literaturfestival berlin Berlin, Germany

- Planned authors' travel itineraries. Managed the arrival, transportation to and from all events, and departures of authors and artists participating in the festival.
- Acted as the initial point of contact for authors arriving at the festival

Research Assistant May 2010-August 2010
Loyola University Chicago Arkhangelsk, Russia

- Managed Russian research assistants
- Interacted with Russian participants involved in surveys and in economic experiments. Collected survey data from over 800 individuals in Arkhangelsk and nearby communities.

EDUCATION

University of Wisconsin-Madison, Madison, WI September 2006-May 2010
Study Abroad: Universidad Complutense de Madrid, Madrid, Spain August 2008-June 2009
B.A., Majors: Spanish and Scandinavian Studies
Minors: German and European Studies

Relevant Courses: Europeanization and the Domestic Impact of European Integration (Tufts Fletcher School of Diplomacy, 2015), Political Economy and Business of the European Union (Tufts University Fletcher School of Diplomacy, 2015), Advanced German (Tufts University, 2014), Peace Corps Project Development and Management Training (2012), Peace Corps Pre-Service Training: Community Development and Oshikwanyama Language (2011), Comparative Syntax Spanish \leftrightarrow English 1 and 2 (Complutense, 2008, 2009),

INTERNATIONAL EMPLOYMENT EXPERIENCE

- Elderly Impaired Care Giver, Eidsbøen Disability Center, Austevoll, Norway, June-August 2011
- Sales, Charlottenburg Christmas Market, Berlin, Germany, December 2010
- After-School Tutor/Monitor (Hausaufgaben Betreuer), Moser Schule, Berlin, Germany, September 2010-November 2010
- Private Language Tutor, Madrid, Spain, October 2008-June 2009
- Apricot Picker, Saint-Sauveur-Gouvernet, France, July 2009
- Tourist Sales, Berle på Bryggen, Bergen, Norway, June-August 2009, June-August 2008
- Fish Monger, Fisketorget, Bergen, Norway June-August 2005

INTERESTS AND HOBBIES

Foodblogger: theforgottenrecipe.wordpress.com, avid , neighborhood explorer