

# CV

Gabriele R. Faton

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## Personal Profile

A talented organizer and office assistant and freelance translator/editor with excellent English and French language skills and the vision to make written material available in mother tongue

### ■ Work experience

- 6.2013 - Management assistant, res frumentaria GmbH & Co. KG, Bad Oeynhausen  
*Secretarial tasks, textual editing, creating and editing documents in Windows office, corporate communications, translation of texts German-English (gastronomy) ; co-editing texts for websites and other marketing materials*
- 9.2012 – 6.2013 Job seeking
- 7.2011 – 8.2012 Head of Public Relations and Fundraising; Lebensbaum e.V., Herford  
*Communication with sponsors and potential sponsors in English, French and German*  
*Translating and editing texts for website and marketing material in English, French and German*
- 7.2010 – 6.2011 Head of Public Relations and Fundraising; Arbre de vie –Republic of Benin  
*Communication with sponsors and potential sponsors in English, French and German*  
*Translating and editing texts for website and marketing material in English, French and German*
- 1.2006 – 6.2010 Director – NGO Arbre de vie – Bénin  
Management responsibility for a team of 10 to 20 individuals  
Working language French
- 3.2004 – 10.2006 Management assistant ; SIL Benin, Benin Republic  
Assistant to the sociolinguistic department; SIL Togo-Bénin  
Secretarial tasks, language survey, report writing in French and English
- 8.2002 – 2.2004 Administrative assistant; Fundraising department Wycliff e.V. –Deutschland  
Secretarial tasks; communication with sponsors and potential sponsors in German
- 1.1999 – 7.2002 Language survey assistant in the Republics of Togo and Benin, West Africa ; SIL Togo-Bénin ; Work languages : English and French
- 1.1994 – 1.1996 Youth pastor; Evangelical church „EFG Kassel“
- 9.1993-1.1994 Violin maker

## ■ Professional training

9.1986-7.1989 Training as a violin maker, *Geigenbau Berwanger, Bielefeld* ; diploma 1989  
1978-1986 Fachhochschulreife; *Gymnasium am Markt, Bünde*

## ■ Academic Education

1997-1998 Literacy course ; SIL Germany  
Linguistic courses ; SIL Germany  
Sociolinguistic course ; SIL Germany  
10.2009-7.2010 Master in communication and marketing ; *Institut International du Management, Benin*  
9.1990-8.1993 Bachelor of theology; *Bibelschule Wiedenest, Bergneustadt*

## ■ Skills

Languages English: proficient  
French: proficient

EDP Windows, MAC OS, Word, Excel, Access, Powerpoint  
SDL Trados