

Europass Curriculum Vitae



Personal information

First name(s) / Surname(s) **Pouyeh Ghahremani**
 E-mail mail2pouyeh@gmail.com
 Nationality German
 Date of birth 25.01.80
 Gender female

Work experience

Dates	02/04/2016 – present
Occupation or position held	Assistant Editor
Main activities and responsibilities	Editing text and content of Persian-English Grammar book series
Name and address of employer	Professor Saeed Yousef, Publisher: Routledge, Pick Hall # 303, For International Studies, 5828 South University Avenue, Chicago, IL 60637 USA
Type of business or sector	Education, Academics
Dates	05/10/2015 – 01/04/2016
Occupation or position held	Customer Service Agent (German)
Main activities and responsibilities	Taking care of customer needs via Live chat or Email correspondence
Name and address of employer	Tipico Co. Ltd., Portomaso Business Tower, St. Julian's STJ 4011, Malta
Type of business or sector	Sports Betting
Dates	01/04/2015 – 01/10/2015
Occupation or position held	Front Desk Receptionist
Main activities and responsibilities	Taking phone calls, checking customers in and out, making reservations and bookings
Name and address of employer	Hotel Xlendi Resort and Spa, St. Simon Street, Xlendi XLN 1300, Malta
Type of business or sector	Hotels and Tourism

Dates 01/10/2014 – 31/03/2015

Occupation or position held Intern for Heritage Malta with EU funded Leonardo Da Vinci scholarship

Main activities and responsibilities Tour guide for historical sites, translation (also English to German for the Tarxien temple tour guide App), office and archives duties, assisting archaeologists on sites, work at Hypogeum, Tarxien temples (mainly), Hagar Qim, Mnajdra and Roman Baths

Name and address of employer Heritage Malta, Head Office, Ex-Royal Naval Hospital, Marina Street, Kalkara KKR 1524 Malta

Type of business or sector Cultural / Historical heritage, museums

Dates 01/01/2013 – 15/09/2014

Occupation or position held English Teacher

Main activities and responsibilities Teaching English to children (starting at age 8) at Intercultural Communication Center

Name and address of employer Kargah e.V., Zur Bettfedernfabrik 1, 30451 Hannover, Germany

Type of business or sector Education

Dates 01/02/2011 – 31/12/2012

Occupation or position held Translator and Interpreter

Main activities and responsibilities Assisting and translating for refugees and immigrants

Name and address of employer Flüchtlingsbüro (Office for refugees), Zur Bettfedernfabrik 1, 30451 Hannover, Germany

Type of business or sector Immigration, legal assistance

Dates 01/02/2009 – 31/01/2010

Occupation or position held Internship and Volunteering

Main activities and responsibilities Archives and library, developmental education and public work, fundraising, working with publications and editing (i.e. monthly calendar), work with children and adolescents

Name and address of employer Dritte Welt Forum (Third World Forum), Hausmannstraße 9, 30159 Hannover, Germany

Type of business or sector NGO

Dates 01/01/2003 – 31/12/2005

Occupation or position held Librarian

Main activities and responsibilities Archiving books, magazines, newspapers, media; taking phone calls and providing service to visitors and customers

Name and address of employer Iranische Bibliothek Hannover e.V., Tulpenstraße 15, 3016 Hannover Germany

Type of business or sector Education

Education and training

Dates 25.09.11

Title of qualification awarded M.A. (Masters)

Principal subjects/occupational skills covered Religious Studies and English Literature
Thesis: "Women's Rights in the Islamic Republic of Iran"

Name and type of organisation providing education and training Leibniz Universität Hannover
(University of Hanover, Germany)

Dates | 14.09.11
 Title of qualification awarded | Certificate
 Principal subjects/occupational skills covered | Transformation Studies:
 -social, religious and cultural movements
 -ethnicity, migration, diaspora - transitions of society and individuals
 -violence, conflicts and their regulation
 -social transformation processes
 Name and type of organisation providing education and training | Leibniz Universität Hannover, University of Hanover, Germany

Dates | 01.07.99
 Title of qualification awarded | Secondary School Diploma
 Principal subjects/occupational skills covered | Focus on arts, humanities and languages
 Name and type of organisation providing education and training | Victoria Park Secondary School, Toronto, Canada

Personal skills and competences

Mother tongue(s) | **German, Persian/Farsi**

Other language(s) | **English (near-native), French, (Maltese)**

Self-assessment
 European level (*)

German
English

Understanding		Speaking		Writing
Listening	Reading	Spoken interaction	Spoken production	
C2	C2	C2	C2	C2
C2	C2	C2	C2	C2

(*) [Common European Framework of Reference for Languages](http://www.cerl.eu/)

Social skills and competences | Very good listener and good team player (especially relevant when working in online customer service for Tipico)

Computer skills and competences | MS Office, Word, Excel, Adobe Photoshop, Salesforce

Artistic skills and competences | Painting and drawing; I studied art and design (for one semester) at the Ontario College of Art and Design (OCAD), Toronto, Canada and my art work has been published on book covers and poetry collections

Other skills and competences | Oriental dance and belly dance has been a passion and hobby for many years. I have performed and taught courses in Oriental Dance.