

Curriculum vitae

Personal Information

FIRST NAME / SURNAME	Gwendolyn Stein
ADDRESS	Ekebergveien 31, 0196 Oslo
TEL	0047 46516201
EMAIL	gwlynstone@gmail.com
NATIONALITY	German
DATE OF BIRTH	14.05.1987
GENDER	Female
DESIRED POSITION	Translator, proof-reader

Work Experience

DATES	February 2005 - April 2015
POSITION	Typesetter, proof-reader
RESPONSIBILITIES	I worked at a private office, where I mainly worked with typesetting for various constituents, proof-reading and other basic office work in German and English.
EMPLOYER / ADDRESS	Schreibbüro Beate Stein, Hochfeldstr. 21, 85419 Mauern, Germany
TYPE OF BUSINESS	Office Work
DATES	January 2010 ~ ongoing
POSITION	Translator
RESPONSIBILITIES	I have worked with translations mostly on volunteer base, and some paid freelance work in mostly Japanese, English, German and Norwegian. My translations focussed much on the lyrical, poetic and prose, while I also did some translations of interviews, newspaper articles etc.
TYPE OF BUSINESS	Freelance/Volunteer

Curriculum vitae

DATES	January 2007 - March 2010
POSITION	Salesclerk
RESPONSIBILITIES	I worked the cash registers, and was responsible for opening and closing the stores, keeping the shelves filled and orderly, and consulted the customers.
EMPLOYER / ADDRESS	Firma Schlecker / Munich, Germany
TYPE OF BUSINESS	Drug store, daily groceries
DATES	January 2010 - March 2016
POSITION	Salesclerk
RESPONSIBILITIES	I worked in sales, costumer consultation and reception of goods. I was responsible for the cash registers, reclamations, the wares, and to keep the store cleanly and representable at all times.
EMPLOYER / ADDRESS	Jack Wolfskin / OEZ, Hanauerstr. 68, 80993, Munich, Germany
TYPE OF BUSINESS	Professional Outdoor Clothing Store
DATES	January 2016 - May 2016
POSITION	Teacher at a community college
RESPONSIBILITIES	I worked as teacher at a community college, where I taught Norwegian for Beginners to adults.
EMPLOYER / ADDRESS	Volkshochschule Erding / Lethnerstr. 13, 85435 Erding, Germany
TYPE OF BUSINESS	Schoolwork / Teaching
DATES	August 2017 - March 2018
POSITION	Salesclerk, Door-to-door sales
RESPONSIBILITIES	I worked as saleswoman for an electricity company. My work environment was door-to-door sales. I worked both with winning new costumers as well as with win-back situations.
EMPLOYER / ADDRESS	Maskineriet Direktsalg AS / Fridtjof Nansens plass 6, 0160 Oslo, Norway
TYPE OF BUSINESS	Sales

DATES	August 2017 ~ ongoing
POSITION	Private teacher
RESPONSIBILITIES	I have been working as private tutor and teacher in German, for children in high school as well as young adults.
EMPLOYER / ADDRESS	Privatundervisningen AS / C.J. Hambros plass 2C, 0164 Oslo, Norway
TYPE OF BUSINESS	Tutoring and teaching

Education and Training

DATES	October 2007 - September 2012
PRINCIPAL STUDIES	Magister of Japanese Studies DaF (German as foreign language), Nordic Studies
INSTITUTION	Ludwig Maximilians Universität Munich
DATES	October 2013 - June 2014
QUALIFICATION AWARDED	BA of Arts in Japanese Studies
PRINCIPAL STUDIES	Japanese Studies (BA), with SLK (Language, Literature and Culture, BA) and Nordic Studies (BA)
INSTITUTION	Ludwig Maximilians Universität Munich
DATES	November 2015
QUALIFICATION AWARDED	Certificate of Participation
COURSE	Scandinavian Translator Workshop
INSTITUTION	Nordkolleg Rendsburg
DATES	Winter 2015
QUALIFICATION AWARDED	Certificate of educated teacher for community colleges
COURSE	Preparation for teaching at community colleges
INSTITUTION	Bayerischer Volkshochschulverband e.V.

Skills and Competences

LANGUAGE SPOKEN	German (mother tongue), English, Norwegian on a fluent level
OTHER LANGUAGE(S)	Japanese on medium high level
COMPUTER SKILLS AND COMPETENCES	iOS pages, Microsoft Word, Excel, Omni Outliner. Experience with MemoQ, SDL Trados (no licence), Crowdin, Wordbee and XTM.
SOCIAL SKILLS AND COMPETENCES	Can work well in a team as well as alone, punctual and accurate, flexible, excellent at reading people and situations, communicating clearly and concise. Excellent at working with sources and rephrasing context in own words in written and oral form. Can speak clearly in front of large groups. Able to handle customer professionally, personally and otherwise.