

Andrea Galle

Translation Dutch-German

Address

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Date of birth:

June 5th 1967

Marital status:

Married

My qualities

Positive and optimistic attitude to life

Thinking in scenarios

Curiosity

Natural authority

Organizational skills

Discipline

Working Experience

Since 10/2023 **Translator Dutch-German (Fulltime)**

Since 06/2011 **Translator Dutch-German (Parttime)**

Specialisations:

Law (Privacy, interim staffing, employment law, corporate law, contracts)

Economy (e.g. financial statements, personnel related topics)

Software/IT (manual of instruction, Release-Notes)

10/2022- 09/2023 **Prange Services GmbH, Plettenberg**

Director

05/2011 bis 09/2022 **Comline GmbH, Dortmund**

IT-Services

Head of Personnel and Authorised Officer

HR: Establishment of HR activities from scratch and further development,

Mediator: between the company's organisational units, advising the Management Board, managers and employees, developing into a second point of contact for administrative issues alongside the director

Business: Member of the management circle and involvement in important business decisions and strategy development for the company, knowledge of business processes

Expansion from approx. 100 to approx. 170 employees, initiation and participation in the implementation of the associated structural changes, employee retention

12/2006-04/2011 **PeSo GmbH, Gevelsberg**

Labour leasing (Healthcare)

Authorised Officer

Management of day-to-day business, preparation of business planning and annual financial statements, preparation and implementation of shareholders' meetings, support of key accounts, personnel selection and deployment, management of internal employees, expansion from 60 to 200 temporary employees and their placement in retirement homes and day care centres, expansion from 4 to 9 internal employees, establishment of a network with partners, authorities and employers' association, development of training for geriatric care assistants together with the employment agency and geriatric care school.

Languages

German

Native

Dutch

Fluent

English

Goed

02/2006-10/2006 **Randstad GmbH & Co. KG, Hagen**

Labour leasing

Dispatcher

Placement of workers in industrial working environments

02/2001-09/2005 **Christ Juweliere & Uhrmacher GmbH, Hagen**

Retail in jewellery

Training Manager für commercial professions

Selection and training of up to 150 trainees nationwide

Development of a nationwide training concept

01/1997-01/2001 **E. Breuninger GmbH & Co., Erfurt**

Department Store

01/1999 – 01/2001 Human Resources Officer

3 department stores with up to 250 employees

Recruiting and dismissal, personnel administration including payroll accounting, training and further education, advising the management and executives

Developing and implementing a strategy to preserve the department stores' and jobs in a difficult economic situation

01/1997 – 12/1998 Head of a Sales Department, Erfurt

Newly founded department store, therefore recruiting employees for my own department, management of a sales department with up to 15 employees

01/1993-12/1996 **Peek & Cloppenburg KG**

Textile Retail

05/1994-12/1996 Head of a Sales Department, Chemnitz

Management of a sales department with up to 12 employees

Adaptation of product ranges to demand, increase in turnover

05/1993-04/1994 Traineeship, Bremen

01/1993-03/1993 Project activities, Hamburg

08/1992-12/1992 **Schönberg & Partner, Bremen**

Commercial employee

Degree Programme

06/2011 Bachelor of Communication, Utrecht

Translator Dutch-German, ITV Hogeschool

05/1992 Economics, graduate economist (Diplom-

Ökonomin)

Universities of Passau and Hanover