



GRY KRISTINE WITZØ

CONTACT

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EDUCATION

Expected in June 2024

Master of Arts: Spanish Language
And Literature

University of Oslo, Oslo

April 2021

Bachelor of Arts: Spanish Language
And Literature

University of Oslo, Oslo

June 2013

Associate of Science: Marketing
Management

BI Norwegian Business School,
Oslo

LANGUAGES

Norwegian: Native language

Spanish: C2

Proficient

English: C2

Proficient

PROFESSIONAL SUMMARY

Focused Translator with highly developed understanding of both English and Spanish language and culture. Skilled in quickly and accurately translating written documents and audio recordings. Excellent listening and communication skills with organized and systematic approach. Delivers high level of accuracy in Spanish to Norwegian and English to Norwegian translations.

SKILLS

- Informative Research
- Oral and Written Communications
- Needs Assessment
- Translation Accuracy
- Grammatical Skills
- Deadline Management
- Social Perceptiveness
- Customer Experience

WORK HISTORY

September 2008 - June 2018

Business Controller, *Møller Bil Klargjøring AS*, Oslo, Norway

- Reviewed contracts financially impacting company and counseled executive leaders on impact contracts would have on company operations.
- Managed budgets, assets, portfolios, accounts payable and receivable and general financial reporting procedures.
- Prepared balance sheets, cash flow reports and income statements.
- Worked with company executives to create annual budget and track actual expenses against projected expenses.

February 2003 - August 2008

Accounting Assistant, *Harald A. Møller AS*, Oslo, Norway

- Processed payments and documents such as invoices, journal vouchers, employee reimbursements and statements.
- Used accounting software to prepare weekly and monthly financial reports.
- Reconciled account information and reported figures in general ledger by comparing to bank account statement each month.