

Elena Altheimer

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Professional Education

2003-present Professional Academy Frankfurt am Main/ Germany
Office Manager/ Bookkeeper

2000 Winter Session Samara/ Russ. Federation
▪ Professional Development Course: " English for Specific Purposes" (80 hours)

1999 Summer Session Samara/ Russ. Federation
▪ Professional Development Course " English for Specific Purposes" (80hours)

1992 - 1998 Bashkir State University Ufa/ Russ. Federation
Philologist/ Teacher of English/ Translator
▪ With Diploma

Professional working Experience

Jan. 2001-Apr. - present **Freelancer**

▪ Private lessons of English for all levels
Substantial experience in private teaching, language courses and professional coaching.

▪ Translations/ Editing/ Proofreading
A wide variety of commercial materials, articles on marketing and economics, technical translation, reports and guides. Profound experience in translation of historical and linguistic texts.

Aug.1989-Jan.2001 Bashkir State University Ufa/Russ. Federation

English teacher on the staff (assistant of the Faculty of Foreign Languages)

- Teaching to historical faculty students (1st - 5th semesters)
- Teaching to philological faculty student (1st - 7th semesters)
- Working out the methodological guides and tests for external-studying students
- Scientific work (exams for a candidate of science degree; writing a scientific paper)

Language pairs

English > Russian
Russian > English
German > Russian
English > German
German > English

Certificates

- **ECDL** (Office, Internet, E-Mail) 2006
- **LCCI**- Certificate "English for Commerce" (with distinction) 2005

References gladly made on request.