

# *Curriculum vitae*

**Nicole Hammer**

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## **Education**

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09/2003 – 06/2005	<b>A-level Welsh, Grade B, University of Bangor, UK</b>
02/2004 – 06/2004	<b>ECDL computer license, UK</b>
09/1996 – 06/1999	<b>O-level Welsh, Grade A, University of Bangor, UK</b>
09/1984 – 06/1985	<b>Foreign Correspondent</b> for English and <b>Mediator</b> for Spanish @ Bénédic Dolmetscher-, Korrespondenten- und Wirtschaftsfachschule, Dortmund, Germany (passed the usual 5 semester course in only 2).
08/1985	<b>State Exam (Translator and Correspondent)</b> IHK Dortmund, Germany
12/2009	Diploma as <b>Helen Doron Early English Teacher</b> , Duesseldorf, Germany

## **Work History**

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03/2012 – to date	<b>WDR (German Television Channel) English Language Helpdesk and Translations</b>  (whilst undertaking part-time studies of Psychology in my spare time)
01/2008 – 02/2012	<b>Self-employed Translator/Interpreter</b> in the UK and Germany
07/2005 – 12/2007	<b>Interpreter and Partner in a Management and Tax Accountancy</b> Dealing with the German Clients and representing them in legal Court Cases, Wales, UK
10/2000 – 07/2005	<b>Deputy Manager</b> Sure Start/Social Services managing 22 staff and 3 family centres bilingually (English and Welsh, while always maintaining my English/German Translation Business), Wales, UK
09/1996 – 06/2000	<b>Studying</b> the Welsh Language University of Bangor, Wales, UK

04/1991 – 04/1996                    **Self-employed Police and Magistrates' Court Interpreter,**  
Luedenscheid, Germany

08/1985 – 12/1990                   **Interpreter for the Foreign Office**  
Regional County Council, Luedenscheid

### **Special Skills**

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- German, English, Welsh (Native and Near Native Speaker)
- Spanish (Mediator)
- Experience in translating documents within the technical, IT, law, retail and finance sector
- Excellent communication skills (written and oral)
- Working knowledge of TRADOS and *across* translation software
- Working knowledge of all Microsoft Windows and Office applications
- Speedy grasp of things
- Ability to communicate on all levels

### **Training**

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- Young People and Finance (2009)
- Online Filing (2007)
- Working with the Sick and Disabled (2006)
- Keeping Safe (2006)
- Stress Management (2006)
- Employment Law (2005)
- Recording and Report Writing (2005)
- Workplace Fire Safety (2005)
- Drugs and Young People (2005)
- Child Protection (2005)
- National Minimum Standards (2005)
- Supervision Skills (2005)
- Performance and Development (2005)
- Managing Physical Intervention (2005)
- Manual Handling (2005)
- Time Management (2003)

### **Personal Details**

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Place and D.O.B.:                    20.04.1964 in Luedenscheid, Germany  
Nationality:                            German  
Marital Status:                        Single  
Education:                              Geschwister-Scholl-Gymnasium, Luedenscheid  
**Graduation:** A-levels (2,9)

**27. August 2014**