

Nina K. Vindfjell

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Dob: 15/12/83; Nationality: Norwegian

Experience

03/09 - Date

Translator and interpreter, various firms, UK, Norway, Czech Republic

- translation of legal documents from Norwegian and Danish to English; translation of correspondence from Norwegian to English;
- translation of screenplays for MediaPro;
- translation of a range of documents for firms conducting business in the Czech Republic;
- proofreading in English and Norwegian.

06/10 - 08/10

Journalist, "Studio", Oslo, Norway

- writing of articles for publication in Norwegian, which required originality of thought and ability to defend implementation of new ideas from criticism;
- coordinated gathering of source material for potential future articles;

praised throughout the company for my focus on detail and accuracy.

09/06 - 03/09

Deputy Manager/Customer Service Manager, ICA Nær Gimle Supermarket, Oslo, Norway

- managed a seven-man department; duties included regular staff training;
- responsible for ordering 20,000 NOK-worth of goods per day;
- as customer service manager, expected to resolve any difficulties arising both with suppliers and customers;
- brought a focused and professional approach to the management of the store which helped increase both productivity and quality of output.

01/08 - 03/09

Barista, Kaffehjørnet, Oslo, Norway

- role as manager of small coffee shop encompassed all aspects of running store;
- responsible for opening and closing of the premises, as well as cashing-up;
- trained other staff to handle every facet of the business.

09/03 - 06/06

Student liaison officer, Oslo University, Norway

- part of "Welcome Team" to greet new students and ease their assimilation into university life;
- acted as liaison between students and members of the academic and administrative staff;
- resolved disputes between residents and management; organised social events.

Education

09/03 - 06/06

Oslo University, Oslo, Norway

- B.A. in Comparative Literature.

09/02 - 06/06

Norwegian University of Science and Technology, Trondheim, Norway

- One year programme in Psychology.

Languages

- Norwegian (native)
- English (fluent)

Other Skills

Advanced knowledge of MS Office, Quark, InDesign, ProTools, Final Cut Pro.