Berta Byriel

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**CURRICULUM VITAE**

**Resumé**

Languages, culture and people are areas which have always had my interest and therefore I decided to study languages and business (completed my B.A. in Modern Languages and Business Studies in 2003).

After several years of work with customers and exports, I switched to teaching and took a B.Ed. (Teacher’s Certificate) in English. Thus I also have some years of experience in teaching at junior high schools. At the same time I worked from home and did information searches for a company called Amishav Marketing Services and gained knowledge which I use every day in my present job as a marketing coordinator. Both jobs were part time and therefore enabled me to spend more time at home with my children, which was one of the reasons for my change in career. I live in Israel since 1992 and possess a thorough knowledge of the Hebrew language, culture and customs. My Hebrew is fluent.

I have competence in the following fields:

* Customer service, exports and marketing
* Translation, localization and content writing: From English/Hebrew to Danish
* Teaching (English)
* Information search

Next to my job as a marketing coordinator at Domoteck, I am working as a freelance translator (for Hever Translators, William Hill, SDL Language Weaver, Q.T. Translation & Localization, Alltext, Zamenhof and others) from English or Hebrew to Danish and would be pleased to send a translation sample for your perusal. I am also doing reviewing projects.

**Qualifications**

**Customer Service, Export & Marketing**

* Daily customer support
* Orders, invoicing, shipping
* Translation of sales material (catalogues, installation manuals) from English to Danish
* Translation of Quality Assurance Manuals from Hebrew to English
* Back-office support for the Scandinavian market
* Planning of/participation in exhibitions

**Translation, Localization & Content Writing**

Experience in translation of commercial and technical material in various fields such as marketing, gaming, hotel/tourism, quality assurance, metal working, legal as well as texts of a more general or literary nature. Lately I have also done several localization jobs as well as content writing for gaming websites.

**Information Search**

Use of data bases/the Internet to find relevant information (often search after prospective customers or other relevant business info)

**Languages**

Danish (mother tongue)
English (high level)
Hebrew (high level)
German (average level)

**Teaching**

English (Junior High)
English for grown-ups (secretarial evening courses)
 **Administration/Office Manager tasks**

Daily administrative tasks such as planning of meetings and business trips

**Computer literacy**

All MS office programmes (incl. Publisher)
The Internet

**Education**

2001-2005 Teaching Certificate in English (Gordon College, Haifa, Israel)

2003 Supplementary course of 6 months (completion of B.A.) in technical English and legal English (The University of Southern Denmark)

1986-1989 2½ years of studies for bi-lingual secretary (English & German) from Odense University, Denmark

1987 Study trip to Rothenburg, Germany (the Goethe Institute) – 1 month

1984-1986 Au-pair job in Munich, Germany (1984).
Worked as a volunteer at Ein Gedi Field School and Kibbutz Afek , Israel (1985-86).

**Courses**

Technical German (Copenhagen Business School), 6 months
Computer Courses (Excel, Word)
Office Manager course (8 months duration, once a week)
Hebrew course (6 months duration – 25 hours per week)

**Work Experience**

2008- Marketing coordinator at Domoteck Ltd, Tefen, Israel

2006-2008 Export coordinator at Tefen Metal Castings Ltd, Tefen, Israel

2003-2005 English teacher at Amal High School, Nahariya & Western Galilee High School, Nahariya (part time)

2002-2005 Information worker at Amishav Marketing Services, Nahariya, Israel (part time)

1995-2000 Export secretary at Vargus Ltd., Nahariya, Israel

1993-1994 Export secretary at Hanita Cutting Tools, Shlomi, Israel

1992 Hebrew course (“Ulpan”), Nahariya, Israel

1990-1992 Registration assistant at Novo Nordisk, Bagsværd, Denmark

1989-1990 Secretary in the marketing department of Clorius A/S, Ballerup, Denmark

**Personal qualifications**

I enjoy working independently but also like being part of a team. I am very responsible, efficient and problem solving of nature. I am reflective and enjoy learning new things.