

MARTIN PODOLAK

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JOB ANNOUNCEMENT

Since I am looking for new opportunities in life regarding job and education with the intention to broaden my horizon I moved to Copenhagen in the beginning of June.

Due to my approach of starting an education in Copenhagen in 2008 my scheme now is to improve my Danish by living and working in Denmark's capital. My Danish skills are quite fluent and in addition I attend Danish courses on an advanced level.

As for the beginning employment has priority for me I would like to announce that I am seeking a job as

Office assistance in Greater Copenhagen (Storkøbenhavn) Full or part time

Possible working fields

- Support with German, Russian or English correspondence
- Translation
- Web site localisation and maintenance
- General office help

Professional profile

- **Languages:** Mother tongue German, fluent in Russian and English (writing and speech), good in spoken Danish (currently attending an intensive language course)
- **Computers:** MS-Office and all established applications, web design (HTML, CSS, PHP basics, Databases, content systems e.g. online shops and boards), Photoshop
- Good in accounting, basics in microeconomics, good overview of business administration
- High degree of intercultural competence due to one year abroad (Russia) plus another 6 months of voluntary work experience in the exchange organisation AFS in Moscow. Furthermore other activities as e.g. arrangement of a study tour to Russia, several years of management of a German-Russian partnership programme accompanied by regular nationwide seminars and several international exchanges. I am still actively taking part in cultural exchange projects with Russia.
- Adaptive and determined working style
- Context- and goal-oriented
- Enquiring, good general knowledge
- Precise and concentrated

For more information please refer to my [web site](#) and do not hesitate to get in [contact](#) with me.