

# MARTIN PODOLAK

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## JOB ANNOUNCEMENT

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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 International Business Communication at the Copenhagen Business School 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 in the IT sector in Greater Copenhagen (Storkøbenhavn) Full or part time**

### **Possible working fields**

- Building web sites
- Web site localisation and maintenance
- Translation
- Support in German, Russian or English
- General office help

### **Professional profile**

#### **IT**

- MS-Office and all established applications
- HTML
- CSS
- PHP basics
- MySQL basics
- CMS (Joomla etc)
- online shops
- boards (phpBB etc), weblogs (Wordpress etc)
- Photoshop, Gimp
- Frontpage, Dreamweaver

I am willing to learn other applications and languages in a short period of time.  
Please refer to my [web design portfolio](#).

#### **Languages**

- German (mother tongue)
- Danish (speech, currently attending an intensive language course)
- English (fluent in writing and speech)
- Russian (fluent in writing and speech)

**Misc**

- Basics in accounting, 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.