

Martin Podolak

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EDUCATION

2005 – 2007	Student of economics at the University of Hagen, Germany. Currently under employment and preparing to resume my studies at the Copenhagen Business School in 2008 by attending intensive language courses in Danish
2000 – 2004	Student of Slavonic philology and East European studies at the University of Hamburg
1999	General qualification for university entrance
1996 – 1999	Secondary school at <i>Gymnasium Bondenwald</i> / Hamburg, Germany Major subjects: Russian, English
1995 – 1996	School year in Russia
1988 – 1995	Secondary school at <i>Gymnasium Altona</i> / Hamburg, Germany

INTERNATIONAL EXPERIENCE

August 23rd – September 3rd 2001

Realisation of a study tour to Russia for German volunteers of the exchange organisation *AFS Intercultural Programs Germany* under my guidance

Objectives:

- providing German and Russian volunteers an opportunity to socialise in order to improve the relations between the German and the Russian branches of the AFS

October 1999 – April 2000

Placement in the office of *AFS Interkultura* in Moscow.

Objectives:

- evaluation and improvement of voluntary structures of the organisation
- acquisition of local social and ecological projects suitable for foreign long-term volunteers

The placement was prepared by an additional 3-months placement at the AFS Germany in Hamburg from July to October 1999.

July 12th to 18th 1999

Participation in the seminar “The Intercultural Dimension in Service-Oriented Voluntary Work” held in Colle di Val d’Elsa (Italy)

May 15th to 24th 1998

Participation of a humanitarian aid delivery as a translator to Kaliningrad, Russia

August 1995 – June 1996

School year in Russia, where I lived in a Russian family and attended the Russian *Middle School No. 6* in Klimovsk, near Moscow

WORK EXPERIENCE

August 2004 – May 2005

Placement at *24translate GmbH* / Hamburg, Germany

- worked in a translation services company
- customers support, contact for freelance translators

LANGUAGES

- **German** (native language)
- **Russian, English** (fluent in writing and speech)
- **Danish** (good in spoken language)
- **French** (basic level)

COMPUTER SKILLS

- good knowledge Windows, MS-Office and all established applications
- web design; HTML, PHP, MySQL, CMS as online shops, boards, blogs, Joomla/Mambo
- well experienced with web inquiry, good knowledge of the Internet

ACTIVITIES

Voluntary work in AFS Germany. Fields of activity:

- 3 years of management of the “Partner-Twinning project” between AFS Russia and AFS Germany which was accompanied by regular nationwide seminars and several international exchanges
- preparation of seminars
- local support for foreign exchange students in Germany
- public relations

PROFESSIONAL PROFILE

- high degree of intercultural competence due to experience abroad and a Danish-German background
- adaptive and determined working style
- context- and goal-oriented
- enquiring, good general education
- precise and concentrated