

Kärt KAAL



PROFILE

I am a language enthusiast with a passion for the Japanese language and culture. My interests lie also in computational humanities, AI, linguistics, second language acquisition and computer-assisted language learning. Some descriptive traits and points that I usually am known for are punctuality, open communication, high adaptability and self-sufficiency. I am capable of both solo and team work as I like to deep dive into projects on my own, but also enjoy working in a team and am used to working in interdisciplinary environments.

CONTACT DETAILS

@ kart.kaal@helsinki.fi
<https://github.com/kaalkart>

PERSONAL INFORMATION

Citizenship: **Estonia**
Languages: **English (C2), Japanese (B2), Estonian (native)**

SKILLS

- Python
- Ubuntu
- Drupal
- MS Word, Excel, PowerPoint

EXPERIENCE

ADMINISTRATIVE ASSISTANT at *Helsinki Centre for Intellectual History, University of Helsinki (Finland)*. **2024.02–pres**

- ◊ webpage management using Drupal webpage-management software;
- ◊ operating and managing the official e-mail list of the research community via mailing list manager software;
- ◊ assisting with the communication between the people in the centre's network,
- ◊ organising meeting times and developing the agenda with my manager/s;
- ◊ participating in the meetings and documenting them,
- ◊ assisting with the organising of the centre's events,
- ◊ managing the centre's social media channels.

VERIFICATION SPECIALIST at *Veriff (Estonia)*. **2021.11–2023.07**

- ◊ verifying people's identities and government issued identification documents and typing data into necessary fields fast and accurately in accordance with the company's internal policies and OKRs;
- ◊ keeping up to date with the heavy flow of information critical to the operations of the division;
- ◊ helping to constantly improve the company's internal policies to match with the fast-paced and ever-changing working environment conditions;
- ◊ working closely with teams across the company to improve the company's products,
- ◊ overseeing the shift as a senior specialist to help manage the workflow and ensure the operability of the company's 24/7 services, for example supporting other specialists in the shift and escalating incidents to relevant teams;
- ◊ co-leading a project to monitor and QA the operational accuracy of a team of Verification Specialists;
- ◊ organising small team events.

DATA ENTRY CLERK at *Kaal Konsult OÜ (Estonia)*. **2017.06–2023.06**

- ◊ entering purchase invoices, sales invoices, bank statements and travel expense reports into the accounting system.

EDUCATION AND INTERNSHIPS

MASTER OF ARTS. Linguistic Diversity and Digital Humanities. *University of Helsinki*. **2023–pres**

MASTER OF ARTS. Japanese Studies. *Tallinn University*. **2020–2022**

INTERNSHIP. Assistant Japanese Language Teacher. **2021.02–2021.06**

BACHELOR OF ARTS. Japanese Studies. *Tallinn University*. **2017–2020**

PROJECTS

LAS UNIVERSITY LECTURER APPOINTMENT COMMITTEE. *University of Helsinki*. **2024.05–2024.09**

- ◊ Joining the committee as a student representative.

BEGINNER JAPANESE LANGUAGE TEACHER. *Rahvaülikool*. **2024.10–pres**

- ◊ Beginner Japanese language online course teaching at the hobby-course institution Rahvaülikool in Tallinn, Estonia.