Maike Frederike Hülsmann London | UK

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I'm a digital and German native language-enthusiast.

I am experienced in digital communications and community management, particularly in the non-profit sector and with focus on the creative and writing side. I love spreading a message and getting in touch with people. I am also interested in and working on expanding my knowledge in web technology & analytics.

I am quick to learn new systems, programs and processes and eager to do so! I am also fluent in English.

Education

Oct 2009 - May 2014	**Master of Arts in Linguistics at Humboldt-University Berlin** Grade: 2,3 (equivalent to 2:1) Communication & language Translation & interpreting, editing & proofreading Logics, analytics and statistics Introduction to media law at the Career Centre
Sept 2010 - Jan 2011	**Erasmus Semester at King's College London** Sociolinguistics and research methods
Feb 2009 - June 2009	**Study Abroad Semester at the University of Auckland, New Zealand** Overseas certificate for postgraduate courses in linguistics and translation
Oct 2006 - Feb 2009	**Bachelor of Arts in Linguistics at Heinrich-Heine-University Düsseldorf** Grade 1,5 (equivalent to first) English and Spanish
Oct 2005 - Mar 2006	One Semester of a Bachelor of Science in Biology at the University of Cologne
June 2005	**Abitur at Christian-Rohlfs-Gymnasium Hagen** Equivalent to A-levels	overall grade: 2,3 (equivalent to 2:1) English	Education sciences	Mathematics	Philosophy

Professional Experience

Dec 2015 - Apr 2016	**Community Manager and Translator** **at incling Ltd., Mavens of London, AudienceNet and Kiosk, London (freelance, project-based)** **Text** Translating	Writing **Community Mgmt** Communicating	Coordinating	Moderating	Reporting
Nov 2015 and Feb 2016	**Proofreader at E.P.A. Language Services Ltd., London (project-based)** **Text** Proofreading	Editing	Translating
Oct 2015	**German Language Consultant for Media Analysis at Ogilvy One, London (project-based)** **Analysis** Media analysis	Social Media	German	Monitoring	Reporting
July 2014 - present (occasionally)	**Freelance Subtitler at Ericsson (formerly TITELBILD Subtitling and Translation GmbH)** **Subtitling** Movies	TV series	Inter-lingual	Intra-lingual **Mgmt** Workload	Deadlines	Client contact
May 2011 - June 2015	**Volunteer at the charity Weitblick Berlin e.V.** **Digital Communications** Newsletter	Website	Social Media	Community Mgmt **Project Mgmt** Fundraising events	Educational events

June 2014 - Aug 2014	**German Language Teacher at GLS Language School, Berlin (summer school)**
	Teaching German	Children (7-14 yrs)	All levels	Private tutoring experience

Apr 2012 - June 2014	**Research Assistant at ICWE GmbH, Berlin**
	Data Research	Assessment of data	Updating and maintaining databases
	Events Supporting logistics	On-site	Registration	International clients

Feb 2013 - Feb 2014	**Board Member at the charity Weitblick Berlin e.V.**
	Mgmt Finances	Accounting	Strategic dev	Volunteer coordination
	Communications Internal	External
	Liaising NGOs	Partners	Sponsors

July 2010 - Jan 2012	**Freelance Writer at WebRichtUng GmbH**
	Writing Producing content	SEO

Sept 2011 - Jan 2012	**Intern with successive freelance work at TITELBILD Subtitling and Translation GmbH, Berlin**
	Subtitling Movies	TV series	Commercial and promo	Inter-lingual	Intra-lingual
	Text Translating	Proofreading	Different types of documents

Feb 2011 - Apr 2011	**Intern in Administration at Berlin Metropolitan School**

Mar 2006	**Intern at local Newspaper 'Westfalenpost'**

Additional Skills & Experiences

Seminars and Workshops	**'Civil Academy' scholarship for young people and their social projects**
	Seminars and workshops on project management, financing, team building and pr
	Participation in extracurricular seminars:
	Talks and workshops on international development and NGO work
	Talks and workshops on online marketing and SEO

Language Skills	**German**: native speaker
	English: proficient user, C2 (native speaker level); *UNIcert IV* exam, grade*:* 1,7 (equivalent to 2:1)
	Spanish: basic user, B1
	French: basic user, A2

Software Skills	High IT literacy and quick to learn new systems
	Excellent knowledge of Social Media
	Proficient user of Microsoft Office
	Proficient user of EZTitles (subtitling software)
	Experienced in usage of databases and CMS
	Experienced in usage of various community mgmt platforms and software
	Experienced user of Brandwatch (media monitoring tool)
	Basic knowledge of HTML (in progress), image editing and design

Interests

History	*learning about different cultures through history is not only fascinating, but also teaches me to stay open-minded and curious*
Photography	*I have always loved photography as a means of capturing, expressing myself and being creative*
Swimming	*apart from keeping me fit, it gives me the opportunity to focus and to review events of the day and to develop new ideas*

References

Upon request