

CURRICULUM VITAE

Nicole Engelke
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Personal Profile

- Dynamic Management Professional with advanced knowledge in administrative disciplines.
- More than twenty years experience in organizational activities.

Experience

Freelancer | Translations [EN <> DE], Transcriptions [DE], Proof Reading [English & German], Content Writing [German] (05/2019 to date)

Freelancer | Travel Agent for Sri Lanka Tours (10/2018 to 04/2019)

Office Clerk | Dog Care Clinic, Mihiripenna|Talpe, Sri Lanka (10/2016 – 01/2018)
General organizational activities such as: Material purchase, cash register / accounting, correspondence, supervising interns / vet students and guiding visitors to explain the project [English & German]

Assistant to the General Manager

Techem Energy Services, Braunschweig, Germany (08/1994 – 03/2016)
Offer and order processing / billing / customer service / complaint- and termination management / accounts receivable management and control

Education

Foreign Languages Correspondent English | Euro Akademie Hannover, Germany (2014 – 2015)
Vocational School for Business, Braunschweig, Germany (1991 – 1992)
Secondary School, Braunschweig, Germany (1985 - 1991)

Skills

Computer: Microsoft Word, Excel, Outlook, PowerPoint, CRM
Language: German (native), English (C2)