

Christine Dentten

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Profile

A project-orientated individual with a proven ability to make ideas a reality, I am looking for a position that will allow me to build on my project management and English language skills in a professional environment. Collaborative and highly flexible, my organizational skills have assisted me in becoming an established freelancer with clients across the world, with a particular focus on the Hong Kong, Germany and UK markets.

Education, Qualifications and Awards

World Silver Medallion, outstanding achievement 2010 Business Practice Level III examinations. London Chamber of Commerce & Industry (LCCI)

Diploma in Teaching Business English (DipTBE), LCCI, 2010, Pass with Distinction (*First Certificate for Teachers of Business English; English for Business Level III; Business Practice Level III*)

Certificate in English Language Teaching to Adults (CELTA), 2009, Pass A

BSc(Econ)(Hons) International Politics and Military History, University of Wales, 2004-07, 2.1

Dissertation title: *A Wingless Triumph: An Assessment of Integration in the Women's Auxiliary Air Force, 1939-1945*

St Philip Howard Catholic High School, 1997-2004 Chemistry, Geography, French and Biology (AS)

Employment Record Jan 2008 to date (prior experience on request)

Editor, Copywriter and Proofreader, freelance, Germany, UK, South-east Asia, Hong Kong, Sep 2005 to date

Editing and proofreading of documents, web content and academic material for various institutions, including departments of the University of Cambridge, London Business School and the University of Cologne. Report writing and desk research in the fields of education, economics and geography, in collaboration with the British Council. Editing of documents prior to publication in high-level journals within the field of health-care and operations management, including work on several award-winning submissions. Writing and editing of web content, press releases, correspondence, marketing materials and exhibition displays for various clients. Wide range of experience including but not limited to health care, arts, social science, mathematics, education, commerce, politics, history and economics. Experienced in on-screen editing and working with hard copy, as well as with a range of house and international styles and both British and American English.

Editor, Macmillan Publishers (China) Ltd, Hong Kong, Nov 2011 to Jun 2012

Editing and proofreading of English Language Teaching publications, writing and editing of communications materials, event management, copyright permissions research and clearance, web development, delivery of in-house training in Microsoft Office

Business English Trainer, Stevens English Training, Cologne, Germany, Mar 2009 to Sep 2010

In-house trainer for groups and high-level individuals across a range of industries, from IT to engineering, including Siemens, npower and Gen-Re. Focused on English for business communication. Designed intensive and open programmes, with built-in progress measures, whilst building relations with clients and participants to secure repeat business.

Project Manager 'This is me', Snap! on tour 2008, Mencap, London, UK, Jul 2008 to Jan 2009

Conceptualised and implemented a major photographic awareness campaign in high-value public spaces, reaching over five million viewers nationwide – a significant value improvement on existing marketing activities. Established an eighteen month strategy paper for 'Snap! on Tour', maximising use of assets whilst ensuring sustainability.

Event Manager Staff and Volunteer Awards 2008, Mencap, London, UK, Sep 2008 to Nov 2008

Managed all elements of an internal staff and volunteer awards ceremony, hosting over 250 guests from across the country. Liaised extensively with external agencies to ensure an event that was of a high calibre and also widely accessible to the many attendees, nominees and external parties with a learning disability.

Fundraising Assistant, Action for Children, London, UK, Jan 2008 to Jul 2008

Provided comprehensive and wide-ranging administrative support including database management, record keeping and liaising with third parties. Planned and organized regional 'legacy days', identifying the most beneficial target audience. Proposed and ran the charity's first fundraising initiative within the online social networking arena.

References available upon request.