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## Personal information

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| Family name    | Helenius    |
| Given name     | Marja-Liisa |
| Date of birth  | 19.08,1979  |
| Gender         | Female      |
| Nationality    | Finnish     |
| Marital status |             |

## Contact information

|                |                         |
|----------------|-------------------------|
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| Email          | marjaliisa@learnwell.fi |
| Street address | Mikonkatu 8 A           |
| City           | Helsinki                |
| Post code      | 00100                   |
| Province       |                         |
| Country        | Finland                 |
| Homepage       | www.learnwell.fi        |

## Languages

|         |                                      |
|---------|--------------------------------------|
| Finnish | Mother tongue                        |
| English | Fluent written and oral skills       |
| French  | Fluent written and oral skills       |
| German  | Satisfactory written and oral skills |
| Swedish | Satisfactory written and oral skills |
| Spanish | Satisfactory written and oral skills |

## Education

2007-  
Ph.D. Student, English Philology / University of Helsinki, Finland

1999-2006

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Master of Arts (350 ECTS), English Philology / University of Helsinki, Department of English

1998

Graduation from Upper Secondary School in Tapiolan lukio, Espoo, Finland

## Work Experience

Translator and Translation Coordinator, Learnwell Oy, April 2010-

- Translations of a variety of texts (articles, manuals, reports, marketing and promotional material), Finnish-English-Finnish
- Coordinating translation assignments
- Participating in language projects, language website development, contents production, planning

Freelance Translator, The Lingua Tailor, June 2009-

- Translations of a variety of texts, Finnish-English-Finnish

English Teacher (substitute), Eira High School for Adults, Helsinki, September 2009-

- Working occasionally as a substitute teacher of English on different levels of high school courses for adult students

English Teacher, English course for Helsinki area vocational school teachers/ HelEn project, University of Helsinki, September 2008-June 2009

- Preparing course material
- Teaching English grammar and assisting students with development assignments

Freelance Translator, Language Services/University of Helsinki, February 2008-

- Translations of a variety of texts from different fields (articles, academic texts, manuals, annual reports, promotional material, websites), Finnish-English

Project Secretary (part-time), Helsinki Education and Research Area (HERA) project, Department of Strategic Planning and Development, University of Helsinki, February 2007-December 2010

- Editing and writing a report and a guidebook on international students' welfare and social affairs in Finland
- Assisting with organising meetings, taking registrations, information and email correspondence, proofreading, translations, record-keeping, surveys
- Course coordination through CRM online system

Minister's Secretary at the Embassy of Japan, Helsinki, Finland, February 2006-December 2006

- Secretarial duties, translations, letters in English

English Teacher at Espoo Adult Education Centre, Espoon työväenopisto, September

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2005-April 2006

- Teaching four English courses for adult learners from basic level to advanced level
- Planning and preparing course material

## Additional information

J-1 Researcher Visit, Department of Native American Studies, University of California, Davis, United States, September 2010-June 2011

Research visit to the Freie Universität, JFK Institute for North American Studies, Berlin, October 2009

Participation in many international academic conferences and seminars

Course in Teaching Methodology, Oxford House London, London, 12 July – 18 July 2010

Creator and coordinator of the Café Lingua project, Helsinki, 2005-

- A language exchange event for Finns and foreigners in the Helsinki area

Chairperson of the Committee for International Affairs of HYY, University of Helsinki/HYY (Helsinki University Student Union), 2008

Chairperson of the ESN Committee (Erasmus Student University of Helsinki /ESN-HYY Network) of HYY (Helsinki University Student Union), 2006

ERASMUS Student Exchange, Department of Language and Linguistics/Department of Literature, University of Sheffield, Great Britain, September 2001-February 2002