

Curriculum vitae for Pernille Welttner Jensen

Pernille Welttner Jensen
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Date of birth: July 24th, 1978
LinkedIn: <https://www.linkedin.com/in/pernillewelttner>
Portfolio: <https://pernille-welttner.azurewebsites.net/>

From May 2015 till now: Searching for jobs/internships

From September 2013 till April 2015: Multimedia Design and Communication (International Class),

From November 2012: Searching for jobs

Work experience:

2012:

Office Assistant, EU Logistics Unit, Ministry of Foreign Affairs (DK)

Responsibilities:

Assisting in the Bella Center in connection with big meetings/conferences, making lists in Word and Excel, travel booking, assisting with card printing

2009:

Correspondent, The Protocol Department, Ministry of Foreign Affairs (DK)

Responsibilities:

Chief Secretary/Secretary function: Telephone answering, controlling the gift inventory, gift wrapping to Ministers and officials

2006:

Correspondent, The office for Environment and Sustainability, Ministry of Foreign Affairs (DK)

Responsibilities:

Chief Secretary/Secretary function: Logistics, travel booking, align Basware (accounting system), translation of documents, telephone answering, report writing, booking of meeting rooms

2001:

Assistant, Documentation unit, Ministry of Foreign Affairs (DK)

Responsibilities:

Registration in Scanjour (incoming and outgoing mails + e-mails), finishing and creating files, creating new case numbers, archive travelling to respectively Accra, Ghana (March 2004) and Prague, Czech Republic (January 2005): Implementation of UM Rep Ark (filing system of the Embassies and Representations), education of the Embassy's staff in UM Rep Ark and clean up and destruction of old files

1999:

Archive student (16 months in the Archive and 8 months in respectively the debtor department and revenue department), Ministry of Foreign Affairs (DK)

Responsibilities:

Archive: Registration in Scanjour of incoming and outgoing mails and e-mails, finishing and creating files, creating new case numbers

Accounts: Debtor function and treasurer function

Education:

1999-2001:

Clerk, Ministry of Foreign Affairs (DK)

1998/1999:

Study of French and German at Copenhagen Business School (CBS)

1995-1998:

HHX, Lyngby Uddannelsescenter (LUC)

Courses

2013:

Course for available people, 6 weeks (Illustrator, Photoshop, InDesign and Dreamweaver)

2006:

Learning of accounting

2006: Excel basic course

2006-2007: Communication at Copenhagen Business School (CBS), evening classes

2006-2007: English Lessons (Language School in the Ministry of Foreign Affairs (DK))

2002-2005: French Lessons (Language School in the Ministry of Foreign Affairs (DK))

1999: Scanjour, basic course

IT:

Adobe (Illustrator, Photoshop, InDesign, Dreamweaver, Premiere Pro, Edge Animate)

Microsoft Visual Studio

MS Office: Word, Excel, PowerPoint and Outlook

Scanjour

Languages:

Very good in Danish orthography, English at a very good level, German and French at at good level

Study abroad: Accra , Ghana (14 days) and Prague, Czech Republic (14 days)

Free time: My family, walking, biking, reading, travelling, drawing