**Lawrence Edmonds**

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**Personal Statement**

I am a Scandinavian Studies graduate from University College London. I have several years of administration experience, working both as a freelance translator and as an administrator for The English Heritage Trust. These roles have honed my organisational and office-based skills. I also have a wealth of customer service experience, having worked in visitor and attractions and museums for many years. I am equally comfortable working alone and as part of a team.

**Education**

**2004 - 2008 University College London (including one year at Aarhus University, Denmark).**

**BA (Hons) Scandinavian Studies 2:1**

**Modules included:**

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| * Danish language
 | * Scandinavian Literature
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| * Faroese language
* Old Norse language
* Scandinavian History & Politics
 | * Viking Age History
* Translation Studies
* Scandinavian Film
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**1996-2003 Bootham School, York**

**A Levels 2003**

English Literature B

Classical Civilisations C

History B

**WORK EXPERIENCE**

**Nov 2013 – present, English Heritage Trust, York Office**

**Administrator**

I work in a busy office environment and am responsible for several different administration duties, including use of Microsoft Office programmes, diary management, writing of meeting minutes and maintenance of databases. This role requires excellent organisational skills and a good eye for detail.

**May 2009 – present, English Heritage Trust, London & York**

**Historic Property Steward**

This role is a mixture of team work and lone working. Duties include opening and closing of historic properties, carrying out health and safety checks, ensuring visitor well-being, cash-handling, retail work and giving guided tours. In 2011/ 2012 I was acting site manager at the Jewel Tower and have regularly been trusted to run singleton sites on my own, being responsible for all daily site operations. This position is part-time and supplements by administration job.

**Feb 2009 – present**

**Freelance Translator**

Using my university degree and knowledge of the Scandinavian languages I have completed several translation projects. Translation topics have included computing, advertising, finance, subtitling and travel. This work often involves a large amount of material that needs to be translated from Danish and Norwegian into clear and readable English.

**Aug – Oct 2015, English Heritage Trust, York**

**Documentation Assistant (full-time secondment)**

This position involved working closely with and cataloguing World War One graffiti in the prison cells at Richmond Castle. It was my task to identify c.1500 pieces of graffiti and enter their details onto the HOMS curatorial database. The role required a very good eye for detail and working within a 3-month deadline period.

**INTERESTS**

* **Travel Writing** – I enjoy writing about my travels and have two blogs.
* **Sport** – I play and watch football and I am also a keen archer.

**SKILLS**

* **Driving** – full and clean driving licence.
* **Microsoft Office** – four years’ experience.
* **Languages** - I speak Danish to a good level and have a decent knowledge of Norwegian, Old Norse and Faroese.