**Boris Bischoff**

Leihgesterner Weg 3, 35392 Gießen

Phone: 0049(0) 641/3994228

Mobile: 0049(0) 178/1569745

Date of Birth: November 12 1984

Place & Country of Birth: Bremen/Germany

Nationality: German

**Academic Career**

10/2011 - Today Studies of Business Administration (B.A.), Justus Liebig University

of Giessen (Germany)

- Specialization in Banking, Finance and Insurance

03/2009 - 07/2009 Studies of Russian language and culture at Kaliningrad Technical University

08/2007 - 12/2007 Studies of Business Administration at University College Dublin

- Emphasis: Marketing and Finance, Economics

10/2005 - 09/2012 Studies of Applied Languages and Business (English, Russian, Business Administration) at Justus Liebig University of Giessen (M.A)

- Specialization within English Studies:

* Translation Studies: translations in the fields of marketing, finance, human resources, economics, literature, politics, culture/history from German into English and vice versa
* Morphology: Internal word structure, word formation processes
* Corpus Linguistics: Computer-driven analysis of written and spoken language on the basis of large, machine-readable amounts of text
* Psycholinguistics: Language and the mind, stages of language comprehension and production, word connotations

- Specialization within Business Studies

* Finance, managerial accounting, strategic marketing, taxation

06/2004 Higher education entrance qualification received in Kassel, Germany

**Extra Curricular Activities**

11/2006 – 07/2011 Member of the international student organization AIESEC

- Placement of trainees from all over the world in German companies within the exchange program offered by AIESEC (research on suitable candidates and their presentation at interested companies)

- Helping with the selection process, managing correspondence between intern and company, assisting intern during stay in Germany

09/2006 - 10/2006 Russian intensive language course at the University of Kazan

07/2005 - 09/2005 Internship at Kassel-Tourist, the marketing and tourism department of

the city of Kassel

- Dealing with general requests by foreign tourists

(giving information on sightseeing opportunities, helping with directions, making hotel reservations, organizing conference locations)

- Translating marketing brochures from German to English

08/2004 - 03/2005 Volunteer in the administration of a facility for handicapped people in Haifa (Israel)

- Regular communication in English with supporters and sponsors

- Public relations

Since 2000 Several language courses in the USA and England

Since 2007 Translation of numerous documents from German to English for private clients

**Skills**

Soft Skills Communication skills, teamwork, problem-solving competence, analytical thinking, intercultural competence

Languages German (mother tongue)

English (fluent written and spoken)

Russian (good written and spoken)

French (basic written and spoken)

Hebrew (basic spoken)

Software MS-Word, MS-Excel, MS-Power Point, SDL Trados Studio 2014, operating systems: Mac OS X, Windows 7