

# Curriculum Vitae Helga Wuertz M.A.

## PERSONAL INFORMATION

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Date of Birth                      November 1980  
Place of Birth                      Cologne, Germany

## PROFESSIONAL EXPERIENCE

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- since 2018                      Teacher Trainer  
Goethe Institute, Carl Duisberg Centers
- advanced teacher training (topics: German at college level, German geography and sociology, German language methodology & didactics)
- since 2015                      Trainer for Intercultural Competence  
i. a.: Carl Duisberg Centers, Lufthansa, TÜV Rheinland, Open Grid Europe, Volkshochschule Monheim
- intercultural trainings *Welcome to Germany* and *Cultural Awareness* for corporate clients, students, refugees, refugee aid workers
- since 2012                      Author, Editor  
i. a.: Klett, Volkshochschule, Elsevier, Cornelsen, Raabe, Bruckmann
- teaching materials (German as a foreign language, other subjects), teacher manuals, travel guides, journals, final and doctoral theses
- since 2010                      Examiner, Grader
- TestDaF (written and oral), telc B1-C2/Medizin, *Deutsch-Test für Zuwanderer*
- since 2008                      Teacher for German as a foreign language  
i. a.: Carl Duisberg Centers (Cologne, Berlin, Kuala Lumpur), Volkshochschule, EASA, Federal German Employment Agency
- teaching and exam preparation A1-C2, preparatory integration courses, technical language (medicine, economy ...), placement tests
- 2011 – 2013                      City and Brewery Tour Guide, Cologne
- conception and realization of general and topic-oriented guided city tours
- 2011                              Head of Department Language and Integration Courses  
Volkshochschule Monheim
- planning, organization, and development of all language courses, accounting, HR, collaboration in regional and national networks
- 2006 – 2009                      Administrator German Language Department  
Carl Duisberg Centers Cologne
- Administration, accounting, processing, customer service, acquisition, cooperation with national & international companies, agencies, and institutions
- 1997 – 2011                      Various positions in the university and service sector  
i. a.: student assistant, receptionist, trade fair and event hostess, call center agent

## EDUCATION

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- 2003 – 2006 Rheinische Friedrich-Wilhelms-University, Bonn, Germany  
German as a foreign language  
Degree: *Lehrbefaehigung* (permission to teach)
- 2000 – 2006 University of Cologne, Cologne, Germany  
Jewish Studies, French, German Linguistics  
Degree: Magistra Artium M.A.; GPA: 1,8 (out of 6 / 1 = best)

## FURTHER TRAINING

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- 2015 Certified Trainer for Intercultural Competence  
Carl Duisberg Center Cologne, Department Intercultural Training
- TestDaF Grader for oral and written exams (B2-C2)  
TestDaF Institute Bochum
- 2010 Examination licenses telc B1-C2, *Medizin & Pflege* (Medicine & Nursing),  
*Deutsch-Test für Zuwanderer* (German language exam for immigrants)
- 2009 Admission by the BAMF (Federal Office for Migration and Refugees) to teach  
integration courses

## EXTRACURRICULAR ACTIVITIES

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- since 2007 Various long- and short-term language and educational trips worldwide  
with focus on Latin America, Spain, and Asia
- 2006 Internship (funded by the DAAD): Goethe Institute Tel Aviv, Israel, German  
Language Department
- 2005 Hebrew language course (funded by DAAD): Ben Gurion University of  
the Negev, Beer Sheva, Israel
- Arabic language course: Goethe Institute Damascus, Syria

## LANGUAGES

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German	Native	
English	CEF C1	(2007 IELTS: 7,0)
Spanish	CEF B2/C1	( <i>avanzado alto</i> )
French	CEF B2/C1	(2008 DELF B2)
Modern Hebrew	CEF A2	(2000 Hebraicum)
Arabic	CEF A1	
Italian	CEF A1	