# MARTINA TETTENBORN

Porto Rafti, Greece | +33 6 95 32 62 68 | Martina.Maillot@gmail.com | Driver's License B

## PROFILE

Bilingual and versatile professional with a unique blend of advanced technical expertise in aerospace engineering and a strong background in education. Possessing advanced skills in project management, data analysis, and client support, I am recognized for my ability to solve complex problems, adapt quickly, and effectively train both students and teams. Seeking to leverage my expertise in a demanding, multicultural environment.

## CORE COMPETENCIES

- **Languages:** German (Native) | French (Fluent, C1/C2) | English (Intermediate, B2)
- **Client Support & Communication:** Pedagogy, Training, Technical Support, Conflict Management, Multicultural Communication
- **Technical & IT:** Technical Documentation Management, Numerical Simulation (Matlab), Databases, MS Office Suite, Visual Basic
- **Management & Organization:** Administrative Management, Project Coordination, Data Consolidation, Problem Solving

## PROFESSIONAL EXPERIENCE

**CERTIFIED TEACHER | Academies of Dijon & Besançon | 2020 – 2024**

- Designed and delivered German and Mathematics lessons to classes of 30+ students in middle and high school.
- Implemented **differentiated learning strategies** to address individual needs, improving average class results by 15%.
- Managed classroom dynamics and maintained **proactive communication** with parents and administration.
- *Key skills: Communication, Adaptability, Pedagogy, Schedule Management.*

**TECHNICAL DOCUMENTATION ENGINEER & SIMULATION | Canadian Space Agency, Snecma, Rolls-Royce | 2000 – 2005**

- **Consolidated and managed** technical documentation for the **QuickSat** satellite project.
- **Developed simulation modules** in **Matlab** to calculate turbine performance and losses.
- **Digitized and uploaded** complex technical documents to intranet systems within the aviation sector.
- *Key skills: Technical Data Management, Rigor, Matlab, Digitization.*

**DEVELOPER & ADMINISTRATIVE ASSISTANT | Various employers (Teenecos, Voslamber, Morin Chauffage)** | 1995 – 2019

- **Developed tools** in Visual Basic to automate administrative tasks.
- **Tested, debugged,** and enhanced inventory management software.
- **Provided administrative and executive support:** schedule management, invoicing, customer relations.
- *Key skills: Problem Solving, Automation, Administrative Support, Visual Basic.*

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## EDUCATION

- **2024 | Certified German Teacher** (Level 2)
- **2022 | Postgraduate Diploma in German Teaching** (CAPES)
- **2005 | Aerospace Engineering studies** – all degree requirements completed except final thesis | Technische Universität Berlin, Germany
- **1994 | Abitur (A-Levels / High School Diploma)**

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## INTERESTS

- Handball (Competitive League, Coaching)
- Sewing (Garment creation - Precision, patience)
- Gardening (Vegetable plot management - Planning, maintenance)