

Aisha Diallo

HR Coordinator · Translator · Childcare Assistant

Neuhausen, Nymphenburger Str. 155, 80634 München · 0160 4471209 · aisha.diallo@gmail.com ·
DOB: 28.12.1990

PERSONAL STATEMENT

Organised and empathetic HR professional with multilingual translation experience and a background in childcare. Has run recruitment and onboarding for a mid-size firm, translated documents across three languages, and cared for young children in nursery settings. Warm, detail-oriented, and trusted to handle sensitive information with discretion.

PERSONAL INFORMATION

Date of Birth: 28 December 1990

Address: Nymphenburger Str. 155, 80634 München

Driver's License: Class A1, B, C1, C1E & D1

Availability: Full-time / part-time

WORK EXPERIENCE

HR Coordinator 2019 – present

Stadtwerke München GmbH, München

Coordinate recruitment, onboarding and employee records for a 200-person division. Run the applicant tracking system, schedule interviews, and support payroll and benefits queries. Reduced time-to-hire by two weeks.

Freelance Translator 2015 – present

Self-employed, München

Translate legal, commercial and personal documents between French, English and German. Handle certified translations and interpret at appointments for clients and agencies.

HR Assistant 2016 – 2019

Hays AG, München

Supported the recruitment team with candidate screening, reference checks and contract preparation. Maintained GDPR-compliant candidate records.

Childcare Assistant 2012 – 2015

Kita Sonnenschein, München

Cared for and supervised children aged 1–5 in a busy nursery. Planned activities, supported early learning, and communicated daily with parents.

EDUCATION

B.A. International Business & Languages — Hochschule München (2012)

Staatlich geprüfte Übersetzerin (FR/EN/DE) — München (2015)

SKILLS

- Attention to detail and accuracy in repetitive tasks
- Procurement and invoicing: purchase orders, reconciliation and vendor records
- Forklift and reach-truck operation and instruction (Staplerschein trainer)
- Time management and prioritisation under deadline pressure
- Spreadsheets: Excel/Power Query, pivot tables, formulas and dashboards
- Data entry and records management: accuracy, GDPR-compliant handling
- Content creation: copywriting, social media and photography

LANGUAGES

Arabic	Native
English	C2

INTERESTS

Reading · Volunteering · Cooking · Language Exchange · Hiking · Photography