

John Cummins

Coolnagour, Dungarvan, Co. Waterford

087-7520382

johncummins87@gmail.com

LinkedIn profile Url: ie.linkedin.com/pub/john-cummins/90/a42/17b/

EDUCATION & QUALIFICATIONS

2010 – 2014 **B.A. in Applied Language and Translation Studies, Dublin City University**

- Grade: 2nd class honours.
- Modules include: Translation theory, scientific and technical translation, economic translation, intercultural studies, language and society, multimedia translation with a course on use of SDL Trados.
- Final year project: dissertation on the translation of classical Chinese linguistic elements with original translation, commentary and text analysis.

2014 **HSK Level 5 Exam C Grade Achieved**

2000 – 2006 **St. Augustine's College, Dungarvan, Co. Waterford**

Leaving Certificate

Five honours including French; English; Chemistry;
Physics; Irish

EMPLOYMENT HISTORY

2014 – Present **SAP Technical Writing/Information Developer Internship**

- Responsibilities:

Working alongside other information developers to produce excellent documentation, language editing, creating graphics, working with knowledge warehouse and terminology databases, writing articles for internal publication, XML and HTML editing, communicating with colleagues in various locations worldwide, and other miscellaneous office responsibilities.

- Skills Used:

My editing skills were highly important in this role and I had the opportunity to improve them and learn from the experience of my co-workers. General office soft-skills were important also during this period of work. Communication skills, both international and domestic in ability, were very important in this work. Sharing of information with colleagues and ability to work things out together were vital elements to the everyday work. IT skills were also of the utmost importance as there are so many different software products in this company that agility and adaptability in this field were key skills.

2012 – Present **Translating, Post-editing, and Proofreading**

- This included the correction of various documents, most of which were medical texts pertaining to blood transfusion technology, translation of documents of all types, including video game scripts, newspaper articles, legal documents, etc. The variety of these experiences have given me great insight into the translation industry.

2006 - Present **Various Bartending Positions**

- Delivered excellent customer service
- Learned important interpersonal skills
- Developed relationship management and organisational skills
- Dealt with new staff, stock ordering, rostering and general management

VOLUNTARY WORK

2012 – 2013 Volunteer English Teacher in China

- Taught various classes for both adults and children
- Worked alongside Chinese volunteers to create a comfortable learning environment
- Took part in Christmas promotion which involved travelling to various primary schools and teaching classes to hundreds of children and teachers
- Taught mid to high IELTS level English to both high-school and University students

2013 – 2014 Volunteer Teacher- NCP Youth

ACHIEVEMENTS AND INTERESTS

Sept 2012 – June 2013 Chairperson/Co-Founder/Co-Captain of DCU Rowing Club

- Set up and participated in the rowing club, organised team training, took part in competitions and achieved second place in the inter-varsity championships in our category in our first year. Also placed first at the Carlow Rowing Club Regatta in our category.

Other Interests and Achievements Include:

Playing musical instruments- Guitar, Piano, Tin Whistle and Accordion.

A variety of sports including Hurling and Football for my local club, the martial art, Tae Kwon Do, in which I achieved a green belt level. I played on the DCU squash team during my time there and held various posts on the committee.

Cycling, I regularly take part in long-distance cycles both in the an-post series of cycling and of my own accord.

I am ranked 6th in the country at the game minesweeper.

I am an avid reader of books of all genres.

I am also very interested in modern technology and software of all types.

SKILLS

IT: SDL Trados, Microsoft Word, Excel, Powerpoint and many more word processors. A higher than average working knowledge of Windows Operating Systems.

Languages: Fluent Chinese, high level of understanding of written and spoken French, familiarity with written Russian, Spanish and Catalan.

Communication: Picked up both during my time as a bartender and having spent a year in China, my communication skills are excellent. I can judge a situation extremely well and actively avoid misunderstandings by tailoring my message to any possible audience.

Teamwork/Working Alone: I am a cooperative worker both in a team and as a single person. My interpersonal skills allow me to effectively talk out any problem which may arise while still having the confidence to make my voice heard when necessary. I have the utmost confidence working alone and do not cave under pressure. On my year abroad in China, I travelled there alone and built up everything needed to get by whilst living there, from learning the language, to getting to know the area and the many contacts and friends I made during my time there.

Negotiation/Persuasion/Problem solving: These skills have been built up over time both in university and in general experience. Working in a bar can present a unique environment where the problems or people with whom negotiation is necessary may also be inebriated, this has caused me to develop a negotiation skill which relies on large amounts of patience and logic in order to get my point across while adapting to the target audience. Problem solving skills were also very important when writing my dissertation in college. With the complex and abstract ideas being dealt with in the topic, there were occasions which required me to step back and consider the appropriate course of action in order to continue the assignment.

Leadership: In my time in the rowing club I developed the ideal leadership skills for any position which requires motivation of staff or general delegation. My experience in both the role as management and general staff in various pubs has given me a good instinct for how staff should be treated in order to get the best productivity and how to be decisive in the workplace when necessary.

Working calmly, and to a high standard, under pressure and high motivation towards my work are, to me, the two most important characteristics in an employee. I strive to keep them at the forefront of my mind when approaching tasks.

REFERENCES

Available upon request