



SERVICES FOR LANGUAGES & LINGO



EN 15038 / ISO 17100

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Language Pairs: EN <> GER; TR <> EN; TR <> GER

Services for Languages & Lingo (Translation, Revision & Post-Editing; Consultant for Languages & Culture)

Growing up with German, Turkish, and English, I have developed fluency in all three languages, both verbally and in writing, for over 25 years. My proficiency in translation and proofreading started with being trained by my father, who worked as a duly sworn translator and interpreter in Munich, Germany for over 30 years, specializing in these language pairs. Furthermore, during my apprenticeship and job in Munich as Steuerfachangestellter (Assistant for Tax Consulting), I frequently undertook tasks involving proofreading and editing various documents, including annual statements. As an experienced and as a professional translator, proofreader, editor, and post-editor, I consistently make sure to preserve the natural flow and coherence of the target language, placing great emphasis on accurately conveying the intended concept of the document. This may involve conducting comprehensive research to ensure precise usage of terminology, if necessary. Additionally, my role as an Assistant for Tax Consulting has expanded my expertise in areas such as general laws and regulations, tax laws, accounting, financial statements, tax assessment, private and corporate contracts, as well as legal correspondence. This has deepened my knowledge of jargon and its precise application. Documents to be translated, proofread, reviewed, and post-edited are done with meticulous attention to detail and efficiency, harnessing my understanding of the respective cultures accompanying the target languages. Each translation undergoes thorough examination to ensure the correct utilization of jargon, proper grammar, and accurate spelling, thus guaranteeing the delivery of reliable and flawless translated, as well as proofread, reviewed, and post-edited documents at all times. My past qualifications and experiences as a Language Instructor, Coach, and Tutor for English, Turkish, and German have further sharpened my professional skills. I have had the privilege to work with esteemed

individuals in Munich and Istanbul, including young adults and adults, providing private tutoring, particularly for business and financial English.

Fields of Specialization/ Expertise - Excellent Expertise in Translations of Patents and Post-Editing (Biochemistry, Medical, Physics, Mathematics, and Technical)

- Accounting (Financial, Management, Governmental, Tax, Forensic, Project, Social)
- Banking
- Business/ Commerce
- Economics
- Human Resources
- Insurance (Car, Casualty, Health, Liability, Life)
- Law/ Legal (Contracts, Lawsuits, Legal Counsel, Patents, Taxation & Customs)
- Medical
- Websites
- Transport/ Transportation
- Technical Manuals

Experience with following CAT-Tools

- Across
- SDL Trados Studio
- Smart CAT
- XTM

Education

Language Instructor / Coach [English (TEFL), German, and Turkish]
Assistant for Tax Consulting / Administrative Assistant

Work Experience

- **Owner of "Services for Languages & Lingo" (Translation, Revision & Post-Editing; Consultant for Languages & Culture)**
October 2010 - Current

Document translations (English to German/ German to English, Turkish to English/ Turkish to German) and revision of translated documents for accuracy and clarity. Professional use of languages, ensuring natural persons and business owners to enhance their services by reaching all customers in their native tongue on a global scale.

- o **ESL Instructor (TEFL) / Language Instructor (English, German, Turkish) in Community Colleges, Language Schools, and for Private Students / Private Tutor for Young Learners and Professionals (employees and managers)**
April 2010 - February 2016

Teaching and coaching students from various backgrounds and of all age groups (additional experience in Online ESL Instruction). Thorough preparation of material. Using variety of teaching methods with the aim to motivate students. Very successful coaching skills, thus demonstrating the value of learning a foreign language (specifically English). Excellent skills in assisting and motivating students to combine learning and studying with fun.

- o **Simultaneous Interpreter Volunteer Work**
April 2012 - June 2013

Simultaneous Interpreter at religious meetings held weekly (Turkish <> English).

- o **Administrative Assistant to HR [Writing (Interim) Certificates of Employment/ Reference Letters] Atos IT Solutions & Services GmbH (Division of Siemens AG)**
July 2011 – February 2012

Administrative Assistant by writing (interim) certificates of employment/ reference letters based on information from senior management, personal research in electronic personal records and SAP, consultation and close communication with senior management regarding accuracy of information, updating of the list "State of Certificates of Employment", and management of inbox/ outbox of HR.

- o **Interpreter Police Precincts**
April 2010 - April 2012

Interpreter at Police Precincts (English to German and Turkish to German).

- o **Assistant for Tax Consulting / Administrative Assistant to HR Tax Consultant Office Pischel & Kollegen [Theo Pischel, Business Administrator, Audit and Tax Consultant (Services of Legal Assistance)] Tax Consultant Office E.-H. Benstein (Sworn Accountant / Tax Consultant / Legal Assistance)**
September 2005 – November 2009

- Financial accounting incl. bills payable
- Payroll accounting
- Accounts of revenues/ expenses for self-employed and trade professionals
- Balance sheet reports for annual financial statements of corporations
- Reports for revenue/ expenses of self-employed professionals
- Determination / Evaluation of income from business enterprise, self-employment, salary-

based-employment, rent and leasing, and capital assets

- Tax returns for natural persons with varied income
- Tax returns for partnerships
- Monitoring deadlines of bills payable
- Management of inbox - outbox (mail)
- Examination of tax bills
- Supervising appeal proceedings
- Correspondence with clients and public authorities (legal assistance)
- Answering and directing phone calls
- Organizing and scheduling appointments
- Planning meetings and taking detailed minutes
- Writing and distributing email, correspondence memos, letters, faxes and forms
- Assisting in the preparation and proofreading of regularly scheduled reports
- Developing and maintaining a filing system
- Updating and maintaining office policies and procedures
- Ordering office supplies and researching new deals and suppliers
- Management of contact lists
- Booking business flights and organizing traveling arrangements
- Submitting and reconciling expense reports
- Providing general support and hospitality to clients
- Acting as the point of contact for internal and external clients

Certificates and References

- References as Translator and Reviser
- References as Language Instructor / Coach
- Certificate of Employment as HR Specialist
- ITTT Certificate for TEFL (Teaching English as a Foreign Language)
- TITC Certificate for TEFL (Business English)
- Certificate of Employment as "Steuerfachangestellter" (Assistant for Tax Consulting)
- Examination Certificate as "Steuerfachangestellter" (Assistant for Tax Consulting)