

Curriculum Vitae

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Employment Fields:

- Freelance German-English Translator and Proofreader
- German Teacher
- Project Management Experience

Employment History

September 2018 – **Teacher of German and French at Rainhill High School and The Sutton Academy, both in St Helens, UK**

I am responsible for planning and delivering the curriculum, differentiating appropriately according to the needs and abilities of the students. I currently teach students up to year 13 (A-level).

September 2010 - August 2018 : **Teacher of German and French at Essa Academy, Bolton, UK**

March 2010 - June 2010: **Trainee Teacher, Rivington and Blackrod High School, Bolton (PGCE Placement)**

September 2009 - February 2010: **Trainee Teacher, Bishop Rawstorne C of E Language College, Croston (PGCE Placement)**

July 2007 - August 2009: **IT Service Desk Manager, BT Operate, BT, Liverpool**

I had overall responsibility for two separate multi-lingual helpdesks. I owned and developed customer relationships through the management of my team and was an escalation point for customer or internal issues. I also undertook project management, planning and implementation. This included providing a range of German-English translations in liaison with BT in Germany.

July 2005 - Aug 2007: **Service Desk Supervisor, BT Operate, BT, Liverpool.**

May 2004 – July 2005: **Service Desk Analyst, BT Global Services, BT, Liverpool.**

Jan 2003 - May 2004 **German Music Consultant, Shazam Entertainment, London.**

Dec 2002 - **Freelance German-English translator for various business contacts, wwts AG and DLÜV GmbH in Hamburg, Germany. I currently translate most regularly for Dr. Kogler Fachübersetzungsbüro in Vienna.**

Jan 2002 - Dec 2002	Internship leading to employment as an English Translation Coordinator, Translator and Proofreader at wwts AG, Hamburg, Germany.
Aug 2001-Dec 2001	Internship in the Marketing and PR department at Distefora Navigation GmbH, Hamburg, Germany.
Jan 2001-April 2001	Assistant in the Quality Assurance department at Dasell Cabin Interior GmbH, Hamburg, Germany.
Sept 1998 – July 1999	Foreign Language Assistant at the Geschwister-Scholl- Gesamtschule, Hamburg, Germany

Education:

09/09 – 07/10 - PGCE (Postgraduate Certificate of Education), Edge Hill University, Ormskirk.

10/96 - 07/00 - BA Hons Degree English and German, (2.1), University of Exeter. Several of the modules I studied focused on the development of my translation skills.

(1989-1996),

‘A’ Levels - History (A); German (B); French (B) and English (B)

GCSE - 11 (A-C) passes including English and Maths, Ysgol Gyfun Emlyn Newcastle Emlyn, Wales.

Additional information:

Fluent German (near-native) and very good French skills.

IT proficient (Microsoft Office, Pages, Keynote (Mac)). I also have some previous experience of using Trados software. I am quick to learn and master additional software packages.

Leisure activities: Hobby singer performing at venues across the North West, travelling, going to the gym, reading and spending time with family and friends. I am also currently learning Spanish in my free time.

Recent Translation Projects:

- **Appliance manuals**
- **Beauty products – both information about products and packaging**
- **Marketing and advertising material**
- **Press releases**
- **Travel and tourism websites**
- **General packaging**
- **Contracts**