

PERSONAL INFORMATION

Jana Schulze



 Telde; Canary Islands; Spain



 alemanjana@hotmail.com

Sex Woman | Date of birth 07/22 | Nationality German | Maritalstatus Married

PROFESSIONAL GOAL

Translations / Proofreading / Localizer / German Language Training

WORK EXPERIENCE

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- 02 / 2002 - _____ Freelance: Translator, Localizer, Writer, proofreader for various text agencies and private clients
Journalism
- 11 / 2019 – 06 / 2022 Teacher of German as a Foreign Language (Primary / Secondary / High School)
Primary Computer Teacher (classes given in English)
Arenas Sur School
San Agustín - Gran Canaria - Spain
Education
- 12 / 2015 – 11 / 2019 Teacher of German as a Foreign Language (Primary and Secondary)
Primary School Computer Science Teacher Heidelberg School
Las Palmas de Gran Canaria - Gran Canaria - Spain
Education
- 10 / 2001 – 01 / 2014 Teacher of German as a Foreign Language (Primary / Secondary / High School)
Primary Computer Teacher (classes given in English)
Arenas Sur School
San Agustín - Gran Canaria - Spain
Education
- 08 / 2001 – 11 / 2001 Office Manager
Sun Tours Canarias S.L.
Playa del Inglés - Gran Canaria - Spain
Tourism
- 02 / 2000 – 07 / 2001 Manager of Sea Side Med practice at the Palm Beach Hotel and personal trainer
Maspalomas - Gran Canaria - Spain
Tourism
- 08 / 1996 – 01 / 2000 Manager of the travel agency "Dressler Reisen"
Halle / Saale - Germany
Tourism

EDUCATION AND TRAINING

- 09 / 1993 – 08 / 1996 **Dual Higher Vocational Education**
 Administrative Officer for the Hotel and Catering Industry
 Hotel "Der Wolfshof" in Wolfshagen + Vocational School
 Braunschweig
 Qualification obtained
- 09 / 2002 – 07 / 2004 **Translation and interpreting studio with focus on German and Spanish languages**
 AKAD Leipzig
- 09 / 1991 – 08 / 1993 **Study of law - Faculty of rights**
 Martin Luther University in Halle / Saale
 No degree
- 09 / 1989 – 08 / 1991 **German and English Language Teaching**
 Edwin Hoernle Teacher Training College Neubrandenburg
 No degree
- 09 / 1987 – 08 / 1998 **EOS "Karl Marx" High School**
 Halle / Saale
 Qualification obtained
- 09 / 1977 – 08 / 1987 **Johannes R. Becher School of General Education**
 Halle / Saale
 Qualification obtained

PERSONAL SKILLS

Mother tongue German

Other languages

	UNDERSTAND		CONVERSATION		WRITTEN WORD
	Listening comprehension	Reading comprehension	Oral interaction	Oral expression	
ENGLISH	Independent	Independent	Independent	Independent	Independent
First Certificate English – FCE (B 1)					
SPANISH	Competent	Competent	Competent	Competent	Competent
No official proof (but living 20 years in Spain)					

A good level of understanding of French, Italian, Portuguese and Dutch languages is added.

Communication skills

- Good communication skills acquired during my experience as a teacher of German and Tudor and other professions in various languages

Organizational/managerial skills

- Organization (development of German language curricula)
- Resilience (approx. 15 groups per school year, tutoring, preparation for the official Goethe-Institut exam, event planning, support classes, classes for advanced students, translations etc.)
- Teamwork

Employment-related skills

- Coordination of different works
- Project development (theatre, role-plays, parties, etc.)
- Empathy
- Flexibility

- Computer skills** ▪ Good handling of Microsoft programs Office™, Alexia, Moodle, iPad applications, Trados, MemoQ and other administrative and translation programs
- Other competences** ▪ Photography, Crafts, Theatre, Written works for different websites and agencies
- Driver's license** ▪ B, C1, BE, C1E, btp

ADDITIONAL INFORMATION

I WORK WITH SEVERAL AGENCIES AND CLIENTS IN THE FIELD OF TRANSLATION, PROOFREADING AND INTERPRETING, INCLUDING

Amazon	Brann Translation	Eltrex
Mission Translate	Global Lingua Net	Duxtranslation
Pangeanic	Alchemy Translations	Celestyal Cruises
Editorial Hot Pancake	Signeword SL	Intertext
Monster Group UK	Lyngy	GEAR Translations

Further education and qualifications in the field of education:

Participation II Arenas Teaching Symposium
Faculty of Philology of the ULPC, TEA Canarias, Colegio Arenas Sur
June 2013

Microsoft Office Specialist
Microsoft cooperation
November 2013

M-Learning: mobile devices as an educational resource (80 hour training)
First quarter school year 2013 / 2014
Online training

Using the iPad in the classroom / iPad education programs
Banana Computers
2013

Cambridge ESOL Entry Level Certification - B 1
University of Cambridge
May 2013

Google tools in the classroom
Arenas Sur School
November 2012

Three-year training - Gotcha
International Educational Consultants Inc.
2009 – 2012

Moodle Introduction - Online Learning Community
Canary Islands Institute of Studies - Fundación Canaria ICSE
January 2011

Use of Rubrics in the Classroom
2011

ADHD Workshops
Association of Relatives of People Affected by ADHD
2007 / 2009 / 2013 / 2017

Hot Potato Course
Arenas School
2008

Speaker: Use of audio-visual programs
2003

Volunteering:

World Boxing Volunteer in Berlin
Accreditation Center
1995

World Basketball Volunteer at the Gran Canaria venue
Accreditation Center
2014

Degrees:

Swimming pool lifeguard
Red Cross course
2005