

Thomas Poth

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Professional Summary

Versatile linguist and translator for Italian, English and French able to maintain strong ties with costumers by providing integral solutions around texts, content and the corporate language of a company as a whole, such as entire web pages and multilingual brochures that require a meticulous drafting between texts and graphics. I am tackling new tasks with the costumer-oriented and output-driven approach to work which is needed in the working environment of online-platforms where an hourglass is ticking next to the input screen.

Skills

Languages

German (native language)
English (fluent | commercial language and terminology for law/finances)
-> **Certified translator for English-German / German-English (court appointed in Dresden, Germany)**
Italian (fluent – main working language at previous job)
French (fluent)
Spanish (advanced knowledge)

IT

Microsoft Office (advanced knowledge)
SDL Trados Studio (expert)
Memsources (expert)
Adobe Acrobat, InDesign, Photoshop, Creative Cloud (basic knowledge)

Professional experience

- December 2020 – June 2022** **Legal Translation Project/Account Manager (Lawlinguists SL, Barcelona)**
Project and Vendor Management (until 01/2022)
- Acquisition of lawyers for the network of service providers
 - Software (CAT tools etc.), database and innovation management
 - Outsourcing of legal translations and official services
- Account and sales management (partly until 01/22, since 02/22 exclusively)
- Sales, customer acquisition and management of key accounts for the markets DACH, Italy, France, Benelux and USA
 - Implementation of upselling and referral marketing
 - Calculation and design of cost estimates
 - Customer success and feedback management
- Management of Certified and Inter-jurisdictional Translations
- Certification for English-German/German-English on my own
 - Handling of court, notary and embassy paperwork and appointments
- October 2019 – July 2020** **Translator, Account and Support Manager (Megaport GmbH, Leipzig)**
- Localization of the homepage and products
 - Customer service and sales involving online retailers and platforms, private and business customers in Italy, France and the United Kingdom
- January 2019 – June 2019** **Translator (SDL Germany PLC, Leipzig)**
- Translating for the IT and marketing department, in- and outsourcing of translation projects, general project management, account lead
- May 2018 – December 2018** **Language Teacher for English/French (Lernstudio Barbarossa, Würzburg)**
- Preparing professionals for their challenges in international companies: presentations, business correspondences, business travel and projects
- December 2016 – December 2018** **Part-Time Receptionist (Hotel Würzburger Hof)**
- Serving as front desk attendant and concierge, including administrative and billing tasks, arranging appointments and supporting international costumers
- July 2013 – present** **Freelance Translator and Interpreter for English, Italian and French (Online: Textmaster, Xplando, among others)**
- Editing and translating manuals, booklets, web-pages and spreadsheets
 - Focus: localisation, linguistic data banks, terminology, web-content

Education

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|------------------------------------|---|
| December 2016 –
September 2018 | The Cologne School of Translation & Interpretation (RBZ Köln) <ul style="list-style-type: none">• Review course for the state examination as a certified translator• Specialist fields: translating for court and international companies• Finals passed in September (written) and December (oral) 2018 |
| September 2015 – April
2017 | University of Applied Sciences Würzburg-Schweinfurt (FHWS) <ul style="list-style-type: none">• Specialist translating and interpreting for economics, press and law |
| September 2015 –
September 2016 | The Würzburg School of Translation & Interpretation (Würzburger Dolmetscherschule) <ul style="list-style-type: none">• Translating and interpreting |
| September 2012 – March
2013 | University of Naples (Università degli Studi di Napoli L'Orientale) <ul style="list-style-type: none">• Term abroad in Italy |
| October 2009 – September
2015 | Augsburg University <ul style="list-style-type: none">• Business studies and commercial French (until 09/2010) Applied linguistics (English, Italian and French – from 10/2010) |
| August 2000 – March 2009 | Otto-Hahn-Gymnasium (76825 Landau, Rhineland-Palatinate, Germany) <ul style="list-style-type: none">• High-school diploma (Abitur) |

Barcelona, 4 July 2022

