






# Daniela O'Sullivan


Experienced Teacher at Mary Ward Secondary Schools  
Linguist and Translator English/Spanish/German

## CONTACT DETAILS

 00491773327629

 daniela.osullivan@hotmail.com

 Remote, Augsburg, Germany, Co. Kerry, Ireland, willing to relocate to Ireland

 German Native Speaker, English C1, Spanish B2, Driving Licence type B, Microsoft Office Proficiency, WordPress

## CORE SKILLS

- Education/Teaching according to Mary Ward principles
- Online and digital learning
- Classroom Management
- Organization
- Flexibility
- Communications
- Problem- Solving ability

## PROFESSIONAL PROFILE

I am a qualified linguist (Anglistics and Romance Studies), a German native speaker and an experienced secondary school teacher. Analysing and teaching linguistic features in combination with cultural, literary, scientific, historic and contemporary content have formed the core of my work experience.

Alongside my teaching career and after completing an internship at Stepping Stone (Translation Agency located in Riga, Latvia), I set up my own freelance translation company offering translations as well as proofreading and editing services to companies and individuals.

## CAREER SUMMARY

**Nov 2016 – Present**

**Schulwerk of the Augsburg Diocese**

### *Outline*

Taught all classes of students aged 11 to 18. Responsible for developing a healthy, positive learning environment for pupils, alongside preparing them for their final exams.

### *Key Responsibilities*

- Teaching the full German curriculum for secondary education across all classes of 10-19 year olds.
- Monitoring student progress against targets and implementing recovery plans for those who need them
- Creating a positive and fun classroom environment which encourages learning and student interaction
- Providing a safe learning environment, safeguarding students and notifying relevant colleagues of any signs of students who may need external support
- Providing guidance to classroom teaching assistant and delegating work
- Managing department including events
- Attending parents evenings and discussing student progress and feedback with parents
- Maintaining adequate classroom supplies, ordering additional supplies when necessary
- Arranging, attending, and participating in extra-curricular activities such as school trips, plays, sporting events, parents' evenings and the like
- Regularly assessing student progress via tests, mock exams, quizzes, etc.

## *Key Achievements*

- Improved pupils' command of talking in front of the class by implementing flash cards in language classes
- Implemented a facebook page for the school by designing a logo and updating the website regularly to keep parents and students informed about upcoming events
- Implementation of modern forms of classroom management which incorporated motivational and creative activities and positive reinforcement resulting in a reduction of negative pupil behaviour
- Designed and ran activities that focused on building interpersonal and social skills linked to language use resulting in an improvements in assessment results

**Sep 2016 - Nov 2016**

**City of Augsburg, Augsburg  
Teaching German as a foreign language**

### *Outline*

Prepared an intercultural learning environment for migrants of all age groups that formed the basis for a quick and easy access to the German language and culture.

**Jan 2020 – Present**

**Self-employed, Welden  
Translation, Proofreading & Editing**

### *Outline*

I help and support individuals and companies in all kinds of linguistic and cultural matters. I offer translations, proofreading services, and editing of texts in English, Spanish and German. Language translation generators, collocation dictionaries, thesauruses and the like form a vital part of my work.

**Oct 2015 - Dec 2019**

**MOS GbR, Augsburg Office Assistant**

### *Outline*

Organization of bookkeeping procedures, invoices, and payment receipts. Designing the layout of monthly food and beverage menus. Daily use of Microsoft Office programs and Word Press.

**Sep 2013 - Aug 2014**

**Schulwerk of the Augsburg Diocese  
Assistant Teacher**

### *Outline*

Assistant teacher and day care assistant

**Sep 2010 - Aug 2013**

**Schulwerk of the Augsburg Diocese  
Skiing Instructor**

### *Outline*

Skiing instructor for PE classes

**Aug 2007 - Sep 2008**

**Hotel Fischertor Augsburg  
Hotel receptionist and waitress**

*Outline*

Created a professional, welcoming atmosphere for customers and staff. Opened the office in time to greet customers and staff. Maintained office supply inventory and placed orders as needed. Handle customer complaints professionally, resolving issues through diplomatic acknowledgement and commitment to service

**May 2007 - Aug 2007**

**Fujitsu, Augsburg  
Working student**

*Outline*

Providing support to the project management team of a leading technology and IT company in Augsburg

## **EDUCATION**

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- Master's Degree | University of Augsburg | Oct 2008 - May 2014 | Anglistic and romanistic studies as well as teacher training. Bachelor of Arts, Bachelor of Education and Master's Degree in teaching. Courses included: phonetics and phonology, syntax, grammar, translation, cultural studies, morphology, cohesion and coherence, effective writing, pronunciation, concepts of early language acquisition, literature (British, American, Hispanic), didactics, pedagogy, psychology and language history
- A level | Mary Stern Secondary School | Sep 2000 - Jul 2008 | A level

## **ADDITIONAL**

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### **Hobbies & Interests**

Travel, Hiking, Running website for Irish Pub MOS GbR, Swimming, Pottery

### **References**

Christian Hörtrich, Mary Stern Secondary School, Gögginger Str. 132,  
0049821 455813200

### **Software**

Microsoft Office, Excel, Word, PowerPoint, Outlook, Microsoft Teams, Word Press

### **Hardware**

Mobile

### **Languages**

English, Spanish, German