* **Profile**

Dedicated English-German with 3 years of experience working as a freelancer focusing on legal and technical documents. Diverse translation work including proprietary financial materials and small-scale executive organization documents. Consistently relied upon for verification and correction of translated materials. Experience in teaching other translators through one-on-one mentoring. I am passionate about facilitating productive cross-cultural relationships and have extensive information material and a few course works to help colleagues understand and develop cultural sensitivity.

* **Employment History**

**German to English translator at Lost In Translation, Bexhill-on-sea, UK**

**March 2019 – Present**

* Translate written and verbal communications from English to German.
* Provided review and verification of translation work as required, including materials created by third-party translation.
* Maintain strict confidentiality concerning clients and translated materials.
* Edit and proofread individual print and online publications to ensure the quality and consistency of German materials.

**German language teacher at Eurolac, Port Harcourt city**

**February 2017 – July 2017**

* Taught German as a second language to students.
* Provided German language instruction for local, college, private schools and individuals.
* Updated older translations of material for accuracy and clarity.
* Enabled students to pass the A1, A2 and B1 certificate exam.

**Freelancer**

**October 2016 – Present**

* Translated manuals and troubleshooting guide for use by IT personnel.
* Built long lasting relationships with clients providing an excellent customer service.
* Experience in Legal documents, Technical documents, open source, and personal documents.
* Explanation of application processes and direction for clients.
* Conducted in-house language training and translations for agents with a minimum of level 4 proficiency.
* **Education**

**National institute of information technology, Port Harcourt**

**September 2018 – Present**

* Majoring in Infrastructure management and network security
* **Contact information**

Phone: 09075425089

Email: ehenrypaul25@gmail.com

* **Skills**

Fluent in written German, including colloquialisms, business vocabulary, and technical and legal terminologies.

Experienced with several computer programs, including Microsoft Office and MemoQ.

Extremely precise and dedicated.

* **Hobbies**

Animating and upcoming 3D artist, swimming and jogging.