Albert Weiland

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EDUCATION

* BA in Spanish with a minor in Business Administration

University of Iowa 1999-2003

EXPERIENCE

* Advantage Sales: Merchandiser (Jun. 1998-Aug. 2002, seasonal)
  + Work with supermarket managers to set up store displays.
  + Add new product and take away discontinued product.
* Iowa Video Center: Video Technician (Jan. 2000-May 2003)
  + Set up classrooms to send and receive video feed.
  + Troubleshoot any technical problems.
* GEOS: English teacher/Teacher trainer (Apr. 2004- Jun. 2007)
  + Plan and teach English lessons to a variety of students.
  + Train new teachers and made a training video for future teachers.
* Freelance Translator (Mar. 2008-present)
  + Translate documents in a variety of subjects focusing on business, television, and contracts.
  + Research specialty words to make the translation true to the original.
* World Trading Corporation: Overseas Division (Jun. 2010- Aug. 2011)
  + Facilitate the importation of foreign products into Japan.
  + Translate necessary documents.

CERTIFICATES

* Japanese Language Proficiency Test Level 1
* Japanese Financial Planner Level 3
* Japanese Bookkeeping (Nisho boki) Level 2

ABILITIES/SKILLS

* Foreign Languages: Japanese (fluent), Spanish (conversational), Chinese (Intermediate)
* Computer: Word, Excel, Windows XP, Windows Vista