

## **Personal Details**

Name: Lea Neuhaus  
Nationality: German  
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## **Education**

- ✓ Master of Arts  
“Translation Studies“ at *Ruprecht-Karls-University* in Heidelberg, Germany
- ✓ Diploma  
“Letras com inglês“: Teaching license in Portuguese and English at the Faculty of Arts *Dom Pedro II* in Salvador / BA
- ✓ School of Hotel Administration at the *Savoy* in Cologne, Germany

## **Working Experience**

- ✓ From 2021 Management assistant of the hotel Paradise Residencial in Mallorca
- ✓ 2020-2021 Management of the hotel The Sky in Mallorca
- ✓ 2018-2020 Receptionist at the Son Moll Sentits in Mallorca
- ✓ 2011-2018 Supervisor Marketing for the *Ricom Group* in Mallorca, Spain
- ✓ Internship at secondary school *João das Botas* in Salvador. Design and application of lesson plans in English and Portuguese, teaching senior classes – 2009-2011
- ✓ 2007-2012 autonomous translator for the language pairs En-Dt and Pt-Dt
- ✓ Teaching private German and English lessons and afterschool tutoring – 2006 to 2011
- ✓ Since 2007 owner and manager of the hostel *Albergue98* in Salvador
- ✓ Childcare at the Illot Suites & Spa Hotel in Mallorca, Spain – 2005-2006
- ✓ Receptionist at the *Savoy* in Cologne, Germany – 2004-2005

## **IT Skills**

Microsoft Office (Word, Excel, PowerPoint)  
Adobe Photoshop  
Open Office  
CAT-Tools (Wordfast, Omega T, Access, Across, Déjà Vu, MemoQ)

## **Languages**

German – Native speaker  
English – Fluent  
Portuguese – Fluent  
Spanish – Fluent  
French – Basic knowledge