Andrew Lyons

59 Elmwood Way, Basingstoke RG23 8LJ, 01256 411 463, 07587 159 354 [andylyons63@hotmail.com](mailto:andylyons63@hotmail.com) Skype-andyly1271

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| **Professional Summary** |  |
| * One year’s experience as a freelance translator. * Outstanding verbal and written English, eight years teaching business English. * Extensive internet skills, knowledge of Trados, Wordfast and MS Office. * Eight years international work experience in Germany and Spain, fluent German, basic Spanish and French. * Excellent organisational and administrative skills, experience in dealing with high level workloads within strict deadlines. * Effective monitoring of work. Planned and led business language courses to fit the needs of students after consultation, group feedback showed high levels of satisfaction with the courses. * Experience of working with major UK and international organisations such as Deutsche Bank, Daimler and T Mobile.     **Career History**  September 2009- Freelance Translator, Seville and Basingstoke     * Specialist fields Education and Environment * Other areas - Business, Current Affairs, Travel and Sport   January 2002- June 2010 English Teacher in Seville and Berlin  ELI Seville  Linguarama and Design Akademie Berlin     * Progression from entry level teacher to taking responsibility for all aspects of general and business English courses * Experience with a wide range of courses; Business skills, banking English, exam preparation groups, Human Resources English plus general English courses * Regular course re-bookings adding value to the company     November 1995-January 2002 Environmental Health Team Officer  Kensington and Chelsea Local Authority     * Assessment and resolution of disputes between commercial enterprises and/or private individuals in the central London borough of Kensington and Chelsea * Updating records, liaising with colleagues and external groups, preparation of reports relating to the disputes. Monitoring the situation after resolution * Answering questions in person, by phone, post and email | |
| **Education**  September 1992-July 1995 Manchester Metropolitan University  Bachelor of Science Degree in Environmental Studies  Second Class Honours  June 1990  A Level Certificates in Geography, Environmental Science and General Studies  **Skills/Qualifications**  2002-2009 Linguarama Berlin  Regular training sessions on educational trends, teaching methodology, computer assisted instruction and incorporating web based material into the classes.  2002-2006 VHS Pankow, Berlin  German as a foreign language at VHS adult education school to European Framework level C1  March-April 2002 LSI Institute Berlin  Certificate in Teaching English as a Foreign Language  **Interests**  Current affairs, travel and sport.  **Referees**    Recruitment Department  ELI  Eduardo Dato 36  41005 Seville  Dunya Schiller  Linguarama Sprachenschule  Friedrichstr 60  10117 Berlin  Others available on request | |
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