Andrew Lyons

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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
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| **Education** September 1992-July 1995 Manchester Metropolitan UniversityBachelor of Science Degree in Environmental StudiesSecond Class HonoursJune 1990A Level Certificates in Geography, Environmental Science and General Studies**Skills/Qualifications**2002-2009 Linguarama BerlinRegular training sessions on educational trends, teaching methodology, computer assisted instruction and incorporating web based material into the classes. 2002-2006 VHS Pankow, BerlinGerman as a foreign language at VHS adult education school to European Framework level C1March-April 2002 LSI Institute BerlinCertificate in Teaching English as a Foreign Language**Interests**Current affairs, travel and sport. **Referees** Recruitment DepartmentELIEduardo Dato 3641005 SevilleDunya SchillerLinguarama SprachenschuleFriedrichstr 6010117 BerlinOthers available on request |
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