*Curriculum Vitae*

*Name:   Marion Melvin*

*Address: Dieler Alpen 6*

*26826 Weener*

*Germany*

*Phone: 04951/955182*

*Cell:     0173 4483 582*

*E-Mail:* *marionmelvin@gmx.de*

*Vitals*

*Date of Birth:   09. Apr. 1962*

*Place of Birth: Solingen/ Germany*

*Citizenship:     German*

*Career*

*Since 2010:        Self employed as English tutor of all Ages and Translator*

*2009 to present: English tutor for Children and Adults*

*2003-2009:         Employee at PSG Security Service, Papenburg,Germany*

*Focus on Communication with International Personell*

*1996-2003:        Employed by different regional Restaurants in Germany*

*Focus on taking care of International Guests*

*1987-1996: Waitress in a Washington, D.C. Restaurant*

*1986-1987: Hotel waitress in Ocean City, MD, USA*

*1984-1986: Salesperson at Shore Stop Convenience Shop in Salisbury, MD, USA*

*1982-1984: Family phase in Berlin, Germany*

*Education*

*2007: Examination for Security Service Personell according to § 34a in Papenburg, Germany*

*1994-1996: some Courses in Business Administration in Washington, D.C., USA*

*1979-1982: Apprenticeship Hairdresser in Haan, Germany*

*1979: Highschool exam*

*Accomplishments relevant for present Career*

*Self employment as English tutor and Translator*

*English lessons to 1st and 2nd graders at different Elementary Schools around Papenburg*

*Business English courses at  ATP in Papenburg*

*Translation German>English Menu for Sipan Restaurant in Weener*

*Translation German>English of sample Contract for Privat Person*

*Translation CV and References German>English for Private Person*

Translation English>German Website Uhren-Batterien.com

Translation Automotive Text 4800 words for Translation-Secrets

Translation Medical Report 1500 words for Translation-Secrets

Proofreading Technical Report 12,000 words for Global Translators