**Monika Schmidt**

**PERSONAL DETAILS**
Nationality: German
DOB: 09/11/1958
Marital status: Married
Address: **Bruennleinsweg 3, 97922 Lauda-Koenigshofen, Germany**
Tel.: **(+0049) 9343 - 614935**
E-Mail: **the.english.institute@web.de**

**PROFILE**

My career has led me to specialize increasingly in working for companies with projects at international levels. I have experience in: understanding and translating documents with technical content; teaching Business English in all levels of the European Language Reference Frame; methodical administration to deadlines (not to speak of crisis management where necessary); and the application of modern leadership methods (through staff motivation and involvement in both decision-making and target-setting, clarity in communication, and easy personal inter-relations). My own cosmopolitan background and analytical interests in other cultures, together with a command of German and English, have also left me confident in handling negotiations that require the reconciliation of different national approaches to otherwise common problems.

**Skills Base**

* Familiarity with the commercial worlds, the culture of government, and European regulations
* Proven leadership and human management skills
* Time-efficient, systematic working methodology
* Rapid adaptability to new problem-solving and new locations
* Languages: German and English
* IT: Word, Excel, Windows

**PROFESSIONAL CAREER:**

**Owner of The English Institute, Lauda-Koenigshofen, Germany
September 2006 - Present**
***Responsible for:***

* Translations German/English and vice versa, technical and medical documentation
* Coordination and management of the teaching and translation services
* Conducting seminars in International Business Communication
* Consultant for multi-cultural projects

**Freelance translator, Sprachen 77, Berlin September 2015 – present Responsibilities**

* **Translations German/English and vice versa**

Technical documents

Medical documents

Legal documents

**Teacher for Business English and German, Telelangue, Paris
August 2007 – September 2014**
Freelancer for Telelangue, responsible for:

* Curriculum development, including the creation of lesson tools
* Teaching Business English and German to students on all levels

**Translator, Mercedes Benz South Africa, Pretoria
2002 - 2006**
**Responsibilities**

* Translation of technical documentation and operation manuals
* Lector of translated documentation
* Interpreter at conventions and seminars

**Teacher of Business English and International Business Communication to Foreign Students, Melbourne Business School at the University of Melbourne, Australia**
**1996 - 2001**

**Responsibilities**

* Conducting orientation lessons to foreign students
* Conducting Business English and International Business Communication lessons
* Curriculum development
* Student Counselor

**Counselor for accompanying family members of expat personnel, Aramco, Saudi Arabia
1991 - 1996**

**Responsibilities**

* Coordination and teaching of orientation classes
* Arrangements concerning visiting family members

**Teacher for Economics and English, Bradwell Institute, Hinesville, Georgia, USA**
**1986 - 1991**

**Responsibilities**

* Conducting lessons in both subjects at A-Level to students
* Curriculum development
* Member of the county school board

**EDUCATION:**

**University of North Texas, Denton, Texas
1984 - 1986**
Graduate in International Business Communication, Major in Marketing

**University of Georgia, Athens, Georgia
1981 - 1983**
BA in Business Administration, Business Administration and English as a Second Language Teacher Certification

**Universität Heidelberg, Heidelberg, Germany 1979 – 1981** Scholarship for Students, Studies in German Linguistics

**University of Chicago 1976 – 1979** Three years of undergraduate studies which included pre-medical school course requirements

**CULTURAL INTERESTS AND PHYSICAL RECREATION**
History, Sociology, Psychology
Hiking