**Daniel Reilly**

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Highly motivated professional, ready to expand on skills acquired during a Bachelor of Arts in Modern Languages with Translation at the University of Nottingham. I have experience in various roles in the translation industry while undertaking my year abroad, as well as four years of customer service experience working in retail whilst studying.

I provide DE-EN(GB) translation and DE/EN-EN transcription services.

**EMPLOYMENT EXPERIENCE**

**DE/EN-EN Transcriptionist (Freelance), Blue Whale Global Media BV**

*(July 2020 - Present)*

* Transcribing interviews of Europe’s elite footballers ahead of UEFA competitions
* Following a strict style guide to ensure a consistent final product that meets the required high standard
* Cooperating with project managers and other freelancers to meet strict deadlines for project completion

**Intern in Project Management, Transperfect Translations GmbH**

*Berlin, Germany (March 2019 - May 2019)*

* Provided support to supervisors in the Life Sciences department on different phases of translation projects
* Carried out non-linguistic final eyes of translations to ensure quality met clients’ needs
* Negotiated appropriate rates with freelance translators and proof-readers which satisfied all parties
* Vetted potential freelancers to establish their reliability and suitability for the project in hand
* Collaborated with a worldwide team to enable projects to be undertaken almost 24 hours a day
* Ensured strict deadlines were met with linguists, closely following appropriate protocol if deadlines were missed
* Prepared job folders and files (PDF-Word) for translation to a very high standard

**Intern in Translation, Kern AG**

*Frankfurt am Main, Germany (September 2018 - December 2018)*

* Proofread DE-EN translations to find and remove lexicogrammatical and structural errors
* Translated an internal document advertising a beginner’s German course, then used by the language learning team to promote the corresponding language school
* Oversaw translation projects for walk-in customers, maintaining consistent communication regarding the project’s progress
* Handled customer complaints efficiently and worked to find the best solution for both customer and company

**Sales Assistant (P/T), Countrywide Farmers PLC**

*Ledbury, UK (August 2014 - January 2018)*

* Offered personal recommendations for products corresponding to customers’ needs
* Maintained the shop and warehouse to an excellent standard
* Placed in charge of warehouse management duties when required

**EDUCATION**

**University of Nottingham**

*Nottingham, UK (September 2016 - July 2020)*

* BA Modern Languages with Translation: Grade – 2.1
* Completed two individual translation projects in the field of sports injuries, as well as modules concerning the political atmosphere in Germany over the past Century

**John Masefield High School and Sixth Form Centre**

*Ledbury, UK (September 2009 - June 2016)*

* A Level Qualifications: Maths (A), German (B), Chemistry (B)
* GCSE Qualifications: 12 GCSE’s Grade A\*-B (including Maths & English)

**CORE SKILLS AND INTERESTS**

* Business proficiency in German (C1)
* Literate in Translation CAT Tools (SDL Trados, Wordfast), MS Office and Salesforce
* Capable with Project Management tools (GlobalLink Project Director, JIRA)
* Proactive time management, with an analytical approach to problem solving
* Enjoy travelling around Europe and learning about the different cultures and cuisines