Paul Schneider

Email: paul.schneider1199@gmail.com

Dedicated **English-German/Dutch** translator with years of experience working in professional and scientific communities. Exceptionally accurate translation skills, including simultaneous translation between all parties during teleconferences and in-person meetings. Diverse translation work including proprietary scientific materials and large-scale executive organization documents. Consistently relied upon for verification and correction of translated materials. Experience teaching other translators through one-on-one mentoring and professional development courses. He is passionate about facilitating productive cross-cultural relationships and He has created extensive informational material and coursework to help colleagues understand and develop cultural sensitivity.

Job Experience

2015.01- Till Present   Freelancer
English <> German/Dutch Translator;

- Translate English <> German in General, Accounting, Legal, Automobile documents and subtitling translation
- Ensure maximum accuracy in translations
- Ensuring translated texts conveys original meaning and tone

2015.01- till present/   Graphic Designer

- Develop graphics for product illustrations, logos, and websites
- Use variety of design elements to achieve artistic or decorative design
- Create images that identify a product or convey a message
- Work well with both text and images in other to determine the message a design should portray

2016.03- 2018.03

Bhojsons Plc

Spare part manager

- Marketing Executive for ATUL tricycle spare parts
- Online Business Transacts
- End User Support
- Vehicle clogs problem resolutions / Service team response - Three Wheel.
- Goods & Services Presale
- Responsible for high speed delivery of item purchased to the distributor. Confirmation of Customer payments and instant generation of Electronic copy of the payment(s)
- Invoicing of goods purchased and transfer of goods within and outside the branch.

- Subsequent Flash report and good will claim sheet entries.
- Daily entry of Data in TALLY E

Skills

All Microsoft Office

Package Language

SDL Trados

Memo Q

Wordfast

Languages

English: Fluent (written and spoken)

German: Fluent (written and spoken)

Dutch: Fluent (written and spoken)

Yoruba: Fluent (written and spoken)

2015.01- 2016.01

Bajaj Auto Ltd

Data Analyst

- Adequate decryption of orders placed by dealers and Sundry customers.
- Generation of Pre-invoice and Final invoice slips after payment depositions are made.
- Up to date maintenance of daily sales –and sales loss data sheets.
- Maintenance of Dealer-wise target sheet.
- Utilization and mastered use of international renowned accounting software – FOCUS ERP.

2012.08-2014.12

Bajaj Auto Ltd

Entry level

- Accurate study of Auto parts (two wheels -2W, Three wheels - 3W and Power Bikes)
- Understanding Spare part codes - 8 digits (alpha-numeric)
- Familiarity with the Spare Parts
- Understanding the place of each parts and its functions
- Assigning Spare parts to individual location for storage and easier access (in time of supply to customers/dealers)
- Decryption of customer orders, Supply of Spares, Order checks and Package of Spares for customers/dealers alike

Education

2017.03 - 2019.	**Yaba College of Technology** Higher National Diploma (HND) - Computer Engineering
2013.03 - 2017.12	**Yaba College of Technology** National Diploma (ND)- Computer Engineering
2006.09 - 2009.08	**Wesley College of Science** Secondary School Certificate