JAMES **PEMBROKE**

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**Education**

**Master of Interpreting and Translation Studies (German-English) Feb 2017 – Nov 2018**

Monash University Melbourne, VIC, Australia

Interpreting and translation. Distinction average

**NAATI Certified Translator (German into English) February 2019**

**NAATI Certified Interpreter (German and English)**

**Bachelor of Arts**: **International Relations and Chinese 2011-2014**  
University of Queensland Brisbane, QLD, Australia  
Achieved a GPA of 6 on a 7-point scale (Dean's Scholar). Demonstrated highly-developed writing and research skills, as  
well as the ability to think critically. Also demonstrated very well-developed language skills.

**Cambridge CELTA (Certificate of English Language Teaching to Adults) March 2015**  
International House, Mexico City, Mexico

**Year 12 Certificate 2005**  
Grace Lutheran College, Rothwell, QLD, Australia  
Achievements: OP 3 (top 5% in Queensland). First in class for German, Ancient History and Geography

**Work History**

**Connect4 GmbH October 2019 – present**

**Freelance translator**

German into English technical and marketing translation for a large supplier of medical equipment and hygiene products.

High-quality, accurate and well written translations always delivered on time.

**Lexxika June 2019 – present**

**Freelance translator**

German and Spanish into English translation of urgent medical reports. Demonstrated an ability to work quickly

under pressure and handle technical source texts.

**LanguageWire March 2019 – present**

**Freelance translator**

German to English translation and proofreading, predominantly marketing materials, technical texts and legal texts.

Demonstrated a clear and accessible writing style. Handled large volume texts (10,000 – 15,000 words).

**2m Language Services November 2018 – present**

**Translator and project manager**

German into English machine translation post-editing of technical and marketing texts. Translated for a range of

sectors, mainly defence and banking/finance. Delivered high-quality, beautifully crafted and accurate translations on time. Project managed an ongoing project for Deutsche Bank; coordinated translators; proofread translations; liaised with the client. Supervised interns; provided support and guidance; proofread translations and gave constructive feedback

**Monash University March 2020 – June 2020**

**Tutor Melbourne, VIC**

Tutoring a course about translation and culture. Prepared interesting and engaging, interactive lessons based on the topic

of the week. Provided feedback to students on their translations. Marked student translations and assignments. Led

discussions on the assigned weekly readings and responded to students’ queries.

**All Graduates Interpreting and Translation August 2019 – present**

**Freelance interpreter Melbourne, VIC**

German < > English interpreting predominantly in healthcare settings. Professional presentation. Maintained impartiality

at all times. Excellent memory recall and linguistic transfer. Prepared well for all assignments.

**ONCALL Interpreters and Translators June 2019 – present**

**Freelance interpreter Melbourne, VIC**

German < > English interpreting predominantly in healthcare and legal settings. Professional presentation. Maintained impartiality at all times. Excellent memory recall and linguistic transfer. Prepared well for all assignments.

**Man With A Van 25/06/18 – 08/11/19**

**Removalist Abbotsford, VIC**

Maintained a very high level of customer service at all times while representing one of Melbourne’s most reputable

removalist companies. Responded to customer complaints or issues in a respectful and sensitive manner.

**ESL Teacher 03/04/18 – 11/06/18**

**Albright Institute of Business and Language Melbourne CBD, VIC**

**ESL (English as a Second Language) Teacher 13/11/17 – 15/12/17**

**University of Melbourne, Hawthorn English Language Centre Hawthorn, VIC**

Bridging program for international students. Taught academic English classes to a very high standard. Graded academic essays and provided comprehensive feedback. Conducted speaking and writing diagnostic tests and provided feedback. Demonstrated a very high level of interpersonal as well as written and oral communication skills.

**ESLTeacher (ELICOS) 28/03/17 – 10/11/17**

**Embassy English Melbourne CBD, VIC**

**ESL Teacher (ELICOS) 15/08/16 – 10/02/17**

**Language Services International Brisbane CBD, QLD**

Casual ESL teacher. Responsible for the effective delivery of ESL courses ranging from elementary to advanced. Designed creative and engaging lessons using MS Office programs, including Word and Powerpoint. Courses also included Business English, as well as CAE and TOEFL exam preparation.

**ESL Teacher 22/04/16 – 10/02/17**

**Embassy English Brisbane CBD, QLD**

Relief ESL teacher. Taught a range of classes from intermediate to advanced and IELTS preparation. Demonstrated flexibility and adaptability, as I was required to teach classes often at short notice.

**ESLTeacher (ELICOS) 12/04/16 – 22/07/16**

**International House ALS Brisbane CBD, QLD**

Casual ESL teacher. Demonstrated a strong commitment to helping students achieve positive learning outcomes. Demonstrated an ability to adapt to various learning styles. Designed interesting and creative lessons for mixed-nationality students ranging in ability from pre-intermediate to advanced. Participated in professional developments sessions.

**Language Teacher (English and German) 06/04/15 – 31/03/16**

**International House Mexico City, Mexico**

Taught business and general English classes to a consistently high standard to students ranging in ability from beginner to advanced. Designed creative and engaging lessons tailored to students’ needs and interests. Prepared teaching materials.

Demonstrated an excellent understanding of teaching methodologies and the ability to apply them in real world contexts.

Participated in professional development training sessions.

**Interviewer 4/2012 – 02/2015**  
**Q&A Market Research Milton, QLD**  
Using CATI software, cold called households to conduct market research on a wide range of topics. Maintained a pleasant, friendly and professional phone manner at all times. Demonstrated excellent communication skills, as I was able to achieve a very high rate of survey participation. Also conducted face-to-face research in the community. Was required to approach members of the public to conduct surveys on various topics. Demonstrated well-developed research skills, including the ability to record and collate information.

**Disability Support Team 11/2008 – 12/2010**  
**Mamre Association Newmarket, QLD**

Assisted people with varying degrees of intellectual and physical disability to perform their daily tasks with dignity.  
Showed awareness of client needs, and suggested activities to help them meet those needs. Facilitated activities in the  
community to empower people with varying degrees of ability and to help them realise their potential as active citizens.  
Advocated for people's rights at team meetings in regards to budgeting and personal needs.

**Key worker 10/2007 – 05/2008**  
**Collective Action Group Brisbane, QLD**  
Showed leadership skills, as I was required to co-ordinate care for a gentleman with cerebral palsy. Identified the client's  
interests and needs and connected him with relevant community organisations. Interviewed and rostered staff, and  
resolved any issues that arose between the client and his staff.

**Shop assistant 05/2007 – 10/2007**

**Wintergarden News Brisbane, QLD**

Demonstrated a high level of customer service in a busy inner-city newsagency. Served customers in a friendly and courteous manner at all times. Tasks included cash register operation as well as opening and closing duties.

**Shop Assistant 02/2007 – 05/2007**

**Chermside News Chermside, QLD**

Served customers in a friendly manner at all times in a small suburban newsagency. Was responsible for cash register operation as well as opening and closing duties.

**Languages**

English: native proficiency; German: full professional proficiency; Spanish: professional working proficiency

**Referees**

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| Referees are available upon request |  |