

Lena M. de la Rosa

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PROFESSIONAL SUMMARY

I obtained my liberal arts degree in Eastern European Studies with a focus on literature in Berlin, Germany and have a strong background in customer service through my experience in working in hospitality all throughout college and graduate school. After graduating, I started working as a Guest Relations Manager and moved on to recruiting for technical roles with a global Staffing Company. In 2016 I moved to the United States and started to work in linguistic services.

SKILLS

- Language enthusiast with extensive experience in Sales and Recruiting
- Business fluent in English and native in German, basic written knowledge of Russian, French, and Portuguese
- Experience in interpretation in legal, medical, and government contexts
- Well versed in MS Office programs, MemoQ, MemSource, Xliff-Editor, Workbench
- Excels in fast paced environment, highly motivated and well organized

EDUCATION

Freie Universität (Berlin, Germany) 10/2010 – 09/2013
Master of Arts: Eastern European Studies (Focus: Culture, Economics)

Albert-Ludwigs-University (Freiburg, Germany) 10/2006 – 03/2010
Bachelor of Arts: Russian Studies (Minor: Portuguese)

WORK EXPERIENCE

German Linguistic Services 01/2020 – to date

Freelance Translator/Interpreter

- English>German Translations
- English>German Interpretation Services
- Linguistic Consulting

Translations Koll, LLC (Houston, TX) 09/2017 – 12/2019

Office Manager/Translator/Interpreter

- Project Management of Translation Projects
- English>German Translations
- English>German Interpretation Services
- Client acquisition and customer relationship management

HAYS (Houston, TX)**03/2017 – 08/2017**

Recruitment Consultant Civil Construction Perm

- Full cycle recruitment for civil construction professionals
- Developing a growing client base in Texas through cold calls, meetings, networking, and industry events
- Developing candidate pool using LinkedIn, Indeed, Monster and Referrals
- Coming up with candidate attraction strategies for difficult positions
- Managing job postings, applications, assessments, personal/skype interviews, and placement process

HAYS (Berlin, Germany)**04/2014 – 05/2016**

Key Account Manager / Manager of Candidate Relations Engineering (Automotive)

- Full cycle recruiting for highly technical position in automotive, energy, and manufacturing
- Developed client base as well as candidate pool in and around Berlin
- Managed applications, assessment, and placement process of candidates
- Managed up to 30 temp employees throughout assignments (incl. payroll, HR issues and professional development)
- Quantitative monitoring of key performance figures
- Gave presentations on business development progress
- Worked in a team of recruiters sharing leads and candidates
- Organized events and meetings with/for clients and candidates

Suite.030 (Berlin, Germany)**10/2013 – 05/2014**

Junior Guest Relations Manager (Intern 10/13 – 03/14)

- Managed up to 50 luxury & design apartments (renting, cleaning, concierge services)
- Responsible for booking, invoicing, guest management and social media

ADDITIONAL EXPERIENCE

AG Kino – Gilde deutscher Filmkunsttheater e.V. (Berlin, Germany)**11/2012 – 02/2013**

Intern during film festival “Berlinale 2013”

- Planned and held trade show during the “Berlinale” film festival
- Wrote weekly newsletter, published online content and informational briefings

suedost Europa Kultur e.V. (Berlin, Germany)**08/2012 – 09/2012**

Intern in culture department

- Responsible for booking and organizing cultural events (readings, concerts, ...)
- Responsible for PR (monthly newsletter, flyer & poster distribution)

OWC Verlag für Außenwirtschaft (Berlin, Germany)**01/2011 – 05/2011**

Research Assistant for the online database

- Researched and wrote content for the Kazakhstan economy online database
- Wrote small pieces for the Ost-West-Contact Magazine