

Sharon Michelle Brookes



Translation & Localization | Transcription | Content & Copy-Writing

Experience

2016 - present	Commissioned Translator	remote
2019 - 2020	Administrative Assistant	Cassel
	Project Management Assistance	Recruiting
		Customer Service
	Lead Generation	Data Mining
		Data Entry
	Translation	Localization
		Copy-Writing
		Content Writing
2014 - 2015	Agriculture and Rural Infrastructure Office (Internship)	Ansbach
2014	Museum and City Archives (Internship)	Ansbach
2014	Hotel Front Desk	Ansbach
2013 - 2014	Mental Health Clinic (Internship)	Ansbach

Education

2016 - 2020	University (Biology, B. Sc.)	Cassel
2014 - 2016	High School (Environmental Sciences)	Ansbach-Triesdorf
2014	Various Internships	Ansbach
2013 - 2014	High School (Sociology & Psychology)	Ansbach
2008 - 2013	Commercial School	Ansbach

Language Skills

English	native
German	native
Danish	intermediate
French	intermediate
Portuguese	basic

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Document and Data Entry

MS Office	advanced
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Google Docs	advanced
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Web Development, Programming and Data Analysis

HTML	intermediate
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CSS	basic
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JavaScript	basic
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Python	basic
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SQL	basic
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R	intermediate
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Hobbies

Reading

Pen-Palling

Language Learning

Programming

Hiking

Travelling

Gardening

Board Games
