

PRASANNA Mohana

Objective: Seeking employment as a German Translator/ Catalog Associate in challenging environment so that I can bring my years of expertise in the language to a mutual benefit and development. **Currently pursuing German Level C1**

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Summary

- **German Language Level B1 Certified (Goethe, Max Muller Bhawan)**
- Familiarity with teaching German language with accurate ascent till level B2
- Sound knowledge of content and curriculum of the language
- Exceptional knowledge of German language teaching techniques
- Immense ability to establish and maintain effective relationships
- Excellent in oral and written communication skills
- Superior instructional and organizational skills

Professional Experience

Freelancing, Chennai, India

Sept 2016 – Current

German Trainer

- Established contacts with each of the new students to welcome them to the course.
- Managed to council individual students inactive for three or more days.
- Performed to monitor student progress relative to their individual course schedule.
- Managed to assign appropriate grade to each of the student based on performance.
- Ensured that the final grades are issued within the time schedule.
- Provided useful information to students to support success in each course.
- Stressed on the importance and advantage of learning German
- Responded effectively to all inquiries, questions, and requests for help.
- Managed and communicated effectively utilizing all modes of communications.
- Coordinated with other staff and faculty in a cooperative, professional atmosphere.
- Reviewed courses to ensure accurate and current assessments.
- Monitored and participated in the Online Instruction Community Forums.
- Ensured that the students stay focused on the topic, and maintained a collaborative environment

Amazon, Chennai, India

Mar 2015 – Aug 2016

German Catalog Associate

- Proved skill in identifying and fixing process gaps
- Improved opportunities in the use of small-scale automation
- Forged Technology to increase productivity and drive process simplification
- Experienced in providing support for data collection
- Prepared reports and realignment with multiple stake holders
- Worked with vendors and internal teams to improve selection
- Identified and fix catalog defects
- Analyze metrics and help their business growth

Soft Skills

- Growth Mindset
- Adaptable
- Critical Thinking
- Project Management skills
- Conflict resolving
- Dynamic
- Team Player
- Consultative Skills

Education

Bachelor's Degree in Tourism and Travel Management

Sept 2009 – June 2012

Madras University, Chennai, India

Language Skills

Language	Level	Speaking	Writing	Reading
English	C1 - Fluent	✓	✓	✓
German	B2 - Advance	✓	✓	✓
French	A1 - Beginner			✓
Tamil	C2 - Native	✓	✓	✓