**Maggie McCloskey**

**44623 North Hills Drive**

**Northville, MI 48167**

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**Experience**

***Certified translator*, 1980 – present**

I translate German technical documents full time, and have 30 years of experience in translating automotive-related electrical, mechanical and electronics engineering, legal, financial and chemical documents from German into English using the following translation software: Across, Trados and Star Transit, Microsoft Word, or Microsoft Word with Trados Workbench. I also edit and proofread all types of technical and non-technical documents for various corporations. I have 10 years of experience in electronic graphic design and desktop publishing, which is indispensable in translating graphics. I am fluent in German and possess a thorough knowledge of German and English grammar. I am currently pursuing my Master’s degree in German. Other software I use on the PC: Windows XP, Microsoft Office, Adobe Acrobat, QuarkXpress, Excel, PowerPoint, and use Trados Workbench to create corporation-specific translation memories, and use Multiterm to create corporation-specific term bases.

***ESL Language Instructor*, German Language Partners, Farmington Hills, MI, July 2004 – July 2006**

I taught English as a second language (ESL) to German, French and Spanish-speaking employees who were working in the US, as well as many of their families. My students benefited because I am able to explain English grammar and conversation to them in clear and simple English, while making it fun to apply real-world examples and rules. Because I have a thorough understanding of German grammar rules and a working knowledge of French, I was able to show by example how to avoid common pitfalls in learning English, enabling students to make rapid progress in understanding, speaking and reading idiomatic and business English. I have also taught ESL, German and French at the following corporations: DaimlerChrysler, General Motors, Ford Motor, TRW, NSK and various automotive suppliers.

***Translator*, Robert Bosch Corporation, Farmington Hills, MI 1-year contract, 2000-2001**

Responsible for translating all electrical engineering hardware manual documents onsite for the Electronic Hardware Development group during a one-year contract. I also translated Engineering Change Requests, etc. and provided interpreting services from German <> English during conference calls with counterparts in Germany. I was also trained in, and help set up and maintain Bosch’s US worldwide database tracking system for sample electronic control units, which required initiative in tracking ECU manufacturing problems.

Compiled a glossary of over 1,000 German <> English electrical engineering hardware and software terms for the Bosch intranet, which was put online for use worldwide.

***Translator*, Proofreader and Software Logic Checker, contract worker, Ann Arbor, MI**

Translated, proofread and checked software logic of a German stop-smoking website.

***Translator*, Star Transit, USA, Plymouth, MI**

Translated **BMW Owner Manuals** for all models. Proofread both English and German documents for accuracy.

***Interpreter and Language Instructor*, Speak Easy Languages, Plymouth, MI**

Rendered interpreting services for an ongoing closed-head injury case in a rehab medical facility. I have also worked as a German <> English court interpreter.

***Adjunct Language Instructor*, Oakland Community College**

I taught German grammar, sentence structure and conversation to Advanced Placement (AP) students.

**Education

*Oakland University*, Rochester, MI Graduated with honors**

Bachelor of Arts—Modern Languages (German), Certified Translator. Fluent in speaking, reading, writing German. Spent 1.5 years as an Au-Pair in Germany; attended night school, and paid for my own education at Oakland University and Schoolcraft College.

***Schoolcraft College*, Livonia, MI Business Honors Student – Phi Theta Kappa**

Associate in Applied Science—Computer Information Systems (computer programming). Worked in the computer lab running programs and assisting students, and also worked in the Learning Assistance Center tutoring students in computer programming, accounting, German and French.