

**Personal details:**

**Name:** Angela Scheffler

**Address:** Brandenburgische Str. 4

D-10713 Berlin

**Date of Birth:** 4 June 1968

**Nationality:** German

**Home phone:** +49 30 54 81 41 34

**Email:** lychen68@yahoo.de

Education:

**Jun/1999 – May/2000**  **Online business translator and**

**bilingual secretary** **(German, English)**

Didactica

Chamber of Commerce exams (IHK Berlin) on both subjects

Jul/1989 – Jun/1994 Law-studies “first state examination”

(recognition as a law degree in July 2004)

FU Berlin

**1987 A-levels**

**Employment:**

**Jan/2011 - Free-lance translator (English -> German)**

specialisation: economics, law, psychology, psychiatry

* contracts,
* judgments,
* summonses,
* other legal documents,
* web-pages,
* texts for the journal of the German Hearing Voices Network NeSt (psychology)
* book: “The Bipolar Workbook: Tools for Controlling Your Moodswings”, German edition: BALANCE buch + medien Verlag

**Feb/2001 - Dec/2010** **Bi-/multilingual secretary for temporary work agencies**

* Humboldt-Universität zu Berlin
* Emerson Climate Technologies
* MSA Auer
* Bayer Schering Pharma

**Jun/2000 – Oct/2000** **Bilingual secretary (German, English),**

Schering, Berlin

**Feb/2000 – May/2000** **Trilingual secretary intern (German, English, Italian),** B.Braun, Berlin

**Oct/1996 – Oct/1997** **Legal** **clerkship**

Kammergericht (Supreme Court)

* progressed through the civil and penal stages

**May/1995 – Sep/1996** **German teacher,**

Berlitz and Oxford institutes italiani, Milan (Italy)

* courses for groups and individuals, classes in firms
* creation of pedagogical material (e.g. memory-games)
* creation of a booklet accompanying a BBC-video course to bridge the gaps between the video course and the Berlitz-materials
* assessment of German skills of new students

**Aug/1995 – Jun/1996** **Lecturer in German legal language,** Università Statale, Milan (Italy)

* comparative law
* basics of German civil and commercial law
* German grammar

**Jul/1994 – Feb/1995** **Freelance in research,**

Carola Bubach, law firm

**Aug/1994 – Feb/1995** **Evening secretary,**

Oppenhoff & Rädler, international law firm

**Aug/1994 – Feb/1995** **Secretary,** kardiologische Gemeinschaftspraxis (joint practise of cardiologists), Berlin

**Nov/1991 – Mar/1992** **Lecturer in office communication,** PBL (private vocational school), Berlin

* classes for groups
* German,
* phrasing of letters,
* drawing up of letters with the computer (Word),
* office-related knowledge

**Computer skills:** Word, Excel, PowerPoint, Wordfast, Scribus

**Languages: German** – native speaker C2

**English** – business fluent/translator C1/C2

**French** – good working knowledge B1

**Italian** – fluent (working stint in Italy) B2/C1

**Legal/political publications:** - “Der freie Wille” in: Psychosoziale Umschau, Psychiatrie Verlag, 31. issue, p. 28

* Opinion piece for § 28 PsychKG (“Offener Brief”) in: Unser kleines Stimmenhörerjournal, NeSt, 18. issue, December 2015, p. 35
* Opinion piece for § 6 PsychKG (“Anschreiben an den Berliner Senat”) in: Unser kleines Stimmenhörerjournal, NeSt, 17. issue, June/July 2014, p. 5

**Hobbies:** swimming**,** yoga, walking, meditation, art, painting,

DVDs,books and audio-books

(German, English, Italian, French), podcasts on economics and meditation or spirituality