**Madeleine Elliott - Experienced German to English translator**

madeleineeelliott@yahoo.com

60 Bismarck Street, York, YO26 4XY

Landline: +44 (0)1904 206601 (with voicemail)

Mobile: +44 (0)7823 407849 (with voicemail)

* Qualified linguist with professional expertise in translating, editing, proof-reading, copy-writing and transcribing multi-media from German into English.
* Native speaker of English; fluency in German acquired from working and living in Germany and Switzerland; B.A. Hons in German and French
* Experience of working in international business improving/perfecting my knowledge of German and English business and technical terminology
* Part-time copywriter and editor
* Technical translator in a German university
* Freelance translator in Berlin
* Research work undertaken in Germany on behalf of UMIST, UK, for the former DTI

**SPECIALIST KNOWLEDGE/INTERESTS**

Business; supply chain; academic/higher education; sport and nutrition; music; tourism; ecology and the environment.

**TRANSLATION EXPERIENCE**

* Brandenburgische Technische Universitaet, Cottbus, Germany - Translator predominantly based in two departments: Industrial Information Systems and Intercultural Studies (also did translation work for other departments; interpreting; transcription of technical multimedia; translation then voice-over for a video)
* Invited to help create a brochure for an English-language Environmental Engineering course being introduced at the BTU, Cottbus
* Freelance translator, Berlin - technical and scientific translations for Norbert Zaenker, Berlin and Kern GmbH, Frankfurt-am-Main
* While in Berlin, produced a report published by the former DTI comparing the approach to Weights and Measures legislation in the UK and Germany
* Copywriting work in the UK (editing and creating copy for the Action Aid website)
* Transcribed technical video from French into English for SES, York, whilst working at Shepherd Construction Limited
* Translated part of Chartres Cathedral website relating to stained glass whilst working at York Glaziers' Trust as the office manager

**EDUCATION AND QUALIFICATIONS**

B.A. Joint Honours French/German, University of Hull Upper Second Class Honours

4 A Levels French, German, General Studies and

English Literature: Grades A,B,B,C

9 GCSEs (incl Maths, Eng Lit and Eng Lang) All above grade C

**VOCATIONAL COURSES**

Advanced ECDL MS Word, York Learning Pass

RSA 3, Word Processing, York College: Pass

ECDL, Future Prospects, York: Pass

**ADDITIONAL LANGUAGE COURSES**

Basic Spanish, York St John University: Distinction

NVQ 3 in Advanced Dutch, York College: Pass

**PREVIOUS PROFESSIONAL EXPERIENCE**

ACM Global Laboratories – Data Entry Jan – Mar 2017

The National Bee Unit – Operational Support Aug – Dec 2016

SMS Europe – Office Manager Jul – Aug 2016

Edmund Optics - Order Processor Nov 2015 - Apr 2016

The Environment Agency - Secretary Oct - Nov 2015

The Wilberforce Trust - Receptionist Sept - Oct 2015

City of York Trading Limited - Technical Administrator Apr 2014 - Aug 2015

Defra Shared Services Directorate - HR Officer Apr 2013 - Mar 2014

Yorkshire Ambulance Service - Resource Co-ordinator Dec 2012 - Mar 2013

Shepherd Construction Limited - Administrator Jul 2009 - Sept 2012

Shepherd Construction Limited - Secretary Oct 2006 - Jun 2009

From January 1999 to October 2006, I worked in a variety of customer service, secretarial and administration roles, including working as a Multilingual I.T. Helpdesk Analyst for one year in London.

Freelance translator and teacher (Berlin, Germany) Sept 1998 - Dec 1998

BTU Cottbus (Germany) - Translator in a technical university Sept 1997 - Aug 1998

**CPD**

Career Affiliate in the ITI; in the process of joining the YTI

Active member of MAtrix (network of MA and PGDip translators)

Starting out as a Translator - CPD course attended at The Language Show, Oct 2015

**HOBBIES AND INTERESTS**

Running, swimming, cycling, triathlon, hiking, fundraising for charities (in 2012 I raised over £3,000 for Action Medical Research running the London Marathon), film, theatre, travel, reading and member of a conservation group.