

Monique Simmer
Obere Trift 22
32683 Barntrup-Selbeck
Germany
Phone: +49 5263 9550606
Mobile: +49 1577 7563784
E-mail: translations@moniquesimmer.com

PROFESSIONAL EXPERIENCE

Translator/English Teacher

Freelance/Full Time

since May 1998

I opened my own translation business in May 1998, specializing in medical, technical and commercial translation from German into English and vice versa. Particular specialties include cardiology, neurology, optics, orthopedics, dentistry and prosthetic dentistry, maxillofacial surgery, nephrology, neurology, orthodontics, prosthetics, nuclear medicine, oncology, occupational therapy, psychology, psychiatry, psychometrics, pharmaceutical research, medical technology of all sorts, regulatory documentation, measuring technology, agriculture and animal husbandry, architecture, quality management, advertising, press releases, annual financial statements, legal contracts, company presentations of all kinds, and screenplays. Up until September 1999, when I began studies in occupational therapy in Oxford, England, I also taught business, medical and technical English at an executive level.

Project Director, English Department

Tradex Übersetzung und Werbung GmbH
Saarbrücken, Germany

10/97 – 04/98

Coordinated incoming translation projects for the English department and for the advertising, financial and retail sectors. In addition to project coordination, I was responsible for customer service, recruitment of translators and proofreaders, customer acquisition, occasional translation and proofreading of English texts in a wide variety of specialties.

Assistant to the Board of Management

Praktiker Bau- und Heimwerkermärkte AG
Kirkel, Germany

01/96 – 09/97

In the purchasing division I developed a quality management system, assisted in the development of new environmental protection guidelines, coordinated the writing of a user's manual for the merchandising software used by the purchasing division as well as a training manual for new employees. I was also responsible for the

set-up and maintenance of a suggestion box system. Upon my own request I transferred to the internationalization division in April 1997, where I was responsible primarily for the coordination of the company's expansion into Turkey, and assisted in the coordination of other foreign expansion projects (Poland, Italy, Hungary). In addition I coordinated the translation of all required company documentation in all major divisions into 5 different languages, and translated various technical, legal and commercial documents into German and English as needed.

Executive Secretary

a) *U.S. Divers Co., Inc., Santa Ana, California* 10/94 – 12/95
b) *Kabelwerke Reinshagen GmbH, Saarwellingen/Lebach, Germany* 11/89 – 10/90

I was responsible for all scheduling for the plant director, administration of the secretariat, appointment planning, organization of all in-house company conferences including hotel/restaurant accommodations and banquets, organization of domestic and foreign business travel for management and visitors, all correspondence in English, German and French, interpreting at business meetings and teleconferences with foreign business partners, translation of technical documentation into English, German and French, and general secretarial duties.

Sales Administrator

Standard Logic, Inc., Anaheim, California 06/94 – 08/94

My responsibilities included writing quotations, generating, taking and following up on sales orders, advising clients on pricing, availability, production status and technical applications, customer follow-up, coordination with sales representatives throughout the U.S., producing sales forecasts and booking reports, writing and editing advertisements and sales literature, determining product pricing, and coordinating and scheduling the manufacture of new products.

**Operations Specialist,
Shipping**

Bomar Mortgage Acceptance Corporation, Irvine, California 03/93 – 06/94

In this position I prepared loan files for delivery to investors, processed servicing packages for servicing companies, prepared investor follow-up reports, audited documents and files for completeness and accuracy, acted as notary public, and performed customer service.

Legal Translator

*ITT Federal Electric GmbH,
Kaiserslautern, Germany*

11/90 – 03/93

I translated and edited English and German legal, commercial, technical and medical documents, interpreted at company general meetings, conferences between management and the works council, disciplinary proceedings, business and legal conferences, and court hearings. Worked closely with legal counsel, management and the works council to resolve issues brought before the labor court. Functioned as back-up for the executive secretary on a regular basis and was responsible for scheduling, interpreting at and maintaining records of all German business dealings.

Translator/English Teacher

Freelance/Part Time, Germany

1984 – 1989

During my studies in translation I worked on a freelance basis both as an English teacher and a translator. My teaching responsibilities at numerous firms included teaching primarily business, technical and general English at all levels to adults in varied professions, the organization of lessons, adaptation of teaching materials, especially complicated texts in the medical and technical fields, and the teaching of “English for Commerce” classes to prepare students for the exam given by the British Chamber of Industry and Commerce. My translation activities included the translation and editing of documentation in English and German, primarily in the medical, technical and legal fields, whereby the emphasis was on medical texts which were published in international journals. I also assisted in writing various technical operating manuals in both English and German.

Tour Guide

Enjoy Tours, Kaiserslautern, Germany

03/82 – 01/85

I was responsible for scheduling, organizing and leading tours through France, Germany, Holland and England for American and German tourists. My duties included planning the tour itineraries, leading the tours, giving lectures on the history, politics, art, current affairs and general cultural life of the destinations, finding new destinations, hotels and restaurants, making all necessary reservations, processing customer evaluations, and training new tour guides.

VOLUNTEER ACTIVITIES

*AIDS Services Foundation Orange County,
Irvine, California*

1994-1995

I became involved with this organization because I had several friends who were HIV-positive and/or had died of AIDS. My work included administrative and organizational activities, assisting in fund-raising campaigns and assisting in the assembly and distribution of "care packages" in the food pantry. I also completed training in the "Emotional Support Volunteer (Buddy) Program", which pairs healthy volunteers and persons suffering from HIV/AIDS in order to provide the latter with emotional support in times of need.

*Beverly Manor Convalescent Home,
Costa Mesa, California*

1993-1994

My volunteer activities here consisted primarily of visiting the residents, assisting them with activities of daily living such as eating, personal care or letter-writing, but most often simply conversing with and listening to them (many of the residents no longer had family in the area).

*Landstuhl Regional Medical Center,
Occupational Therapy Clinic, Landstuhl, Germany*

1989-1992/2001-2002

My volunteer work in this American military OT clinic began with receptionist duties, administration of patients' records, preparations for health fairs and in-house continuing education seminars, and general secretarial duties. I later observed patient assessment and treatment, and was allowed to assist patients in need of supportive care with various activities. After the first year, I was given regular specific assignments to assist in therapies with psychiatric and orthopedic patients. During this time I made my decision to change careers and pursue occupational therapy as a profession, and began classes with Boston University in psychology and counseling at a master's degree level in preparation for going to occupational therapy school.

During an approved leave of absence from Oxford Brookes University in fall 2001/winter 2002, I returned to volunteer work at LRMC, where the emphasis was primarily on rehabilitation of casualties from the war in Afghanistan as well as hand therapy and ergonomics during this period.

Orthopedic Hospital, Los Angeles, California

1975-1978

Worked as a student volunteer with patients in the adults' and children's wards as well as in the emergency room. Assisted patients with various activities of daily living, errands, general visits, played with the children,

etc. In the emergency room I was trained to take statistics and perform various small jobs.

EDUCATION

Occidental College, Los Angeles, California *1977 – 1981*
Bachelor of Arts in Diplomacy and World Affairs

Universität des Saarlandes, Saarbrücken, Germany *1984 – 1988*
Studies in translation at the Institut für Übersetzen und Dolmetschen in German, French, Russian, English

Boston University, Heidelberg Campus, Germany *1991 – 1992*
Classes in psychology/counseling at an M.A. level

Oxford Brookes University, Oxford, England *1999 – 2004*
Studied for a degree in occupational therapy

MISCELLANEOUS SKILLS

PC literacy (Windows, MS Word, Excel, PowerPoint, Access, Lotus Notes, Lotus Freelance Graphics, Adobe Acrobat, MemoQ, Déjà Vu, Trados).

Language skills: native proficiency in German, good working knowledge of French and Turkish, basic Spanish, Russian and Greek.

PERSONAL INTERESTS

Literature and poetry, art, traveling, foreign languages, international gourmet cooking, gardening, music (esp. jazz), playing piano, yoga, long-distance running, dance of all kinds, hang-gliding, crafts of all sorts.

References will be provided upon request.