**DANIELA WOLFF**

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**A qualified German > English translator and Member of the Chartered Institute of Linguists with 19 years of professional banking and finance experience in Frankfurt and London**

**Skills**

* **English native speaker**
* **19 years of professional experience in banking and finance (Frankfurt/London)**
* **Examined Member of the Chartered Institute of Linguists** [**www.iol.org.uk**](http://www.iol.org.uk)
* **Link to profile check:** <http://www.ciol.org.uk/member-check/profile/27064/1231>
* **Computer literate**

**Work history**

**Freelance translation:**

**Since 1999 -**  Main specialities are in business, banking, finance, financial reports and accounts, general terms and conditions, property leases, legal documentation (incl. loan agreements, architectural contracts, insurance policies, marriage certificates, divorce certificates, court records, etc.), technical translation (book on production metrology, assembly instructions), marketing surveys, travel brochures, press articles, minutes of meetings, websites.

**Banking:**

**DZ Bank AG** October 1997 to December 2004

London, England

 Manager Credit Department

 Responsible for corporate lending portfolio of DZ Bank London Branch.

Financial analysis and credit approval/recommendation and documentation for UK/German Corporates, Financial Institutions, Film and Media Financing, Structured Finance. Translation of credit documentation and financial analyses.

**Berliner Bank AG** October 1993 to October 1997

London, England

 Assistant Manager Media

Credit analysis and structuring of film financing transactions. Preparation of credit proposals in English and German, monitoring of project progress and counterparty risk on international film distributors. Translation of financial reports and accounts, translation of business correspondence and legal documentation.

**Bank of Nova Scotia** July 1992 to October 1993

London, England

 Securities Custodian

Reconciliation and settlement of UK domestic securities and Eurobond transactions. Translation of correspondence and banking forms.

**Bank of Nova Scotia** October 1987 to June 1992

Frankfurt am Main, Germany

 Credit Analyst

Financial analysis of German and multinational corporates. Preparation of credit proposals, monitoring of loan facilities, in-house backup for marketing officers. Translation of correspondence and credit proposals.

**Bank of America NT & SA** February 1985 to September 1987

Frankfurt am Main, Germany

 Marketing Assistant Correspondent Banking

Backing up marketing officers in preparing spreadsheets and analysing German and international financial institutions. Preparation of briefing documents in German and English for marketing appointments.

**Mannesmann Demag** May 1984 to February 1985

Duisburg, Germany

 Accounting Clerk

 Computer data input and preparation of management reports in Cost Accounting

 Department.

**Education/Qualifications:**

**University of British Columbia** September 1979 to May 1984

Vancouver, British Columbia, Canada

**Bachelor of Commerce Degree**

specialising in finance

**City University** September 1998 to October 1999

London, England

**Diploma in Translation**, Member of Chartered Institute of Linguists

**PC Skills/CAT Tools:**

Microsoft Word, Excel, Powerpoint, Access, Publisher

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