

Curriculum vitae – resume

Maria Michelfelder



Working experience as translator/proofreader

I have been working as a translator on a free-lance basis since 2008. My work concerns a variety of areas and includes, among others, press releases, market research, product descriptions and technical descriptions and manuals.

Technical

- Technical descriptions, test protocols, declarations of conformity, warning texts, risk assessments, security instructions, terms and conditions of sale and warranty
- Instructions for use of a variety of products from small kitchen appliances to advanced technical facilities, incl. screen texts
- Article descriptions for product sheets and homepages

Marketing

- Marketing flyers in tourism and company and product descriptions
- Complete homepages and individual texts in sales and tourism, incl. search terms etc.
- Press releases and other company communication
- Texts for YouTube films and language CD´s
- Market research regarding specific trademarks and products, shops, restaurants and internal employee surveys and training documentation

Personal

- Personal descriptions and biographies as well as personal letters, applications and resumes

Education and qualifications

Diploma: *Master of Arts*; main subject: German

Prior to receiving my diploma I studied at 4 different universities in Germany and Sweden:

2000-2002 *University of Karlsruhe (TH)*; German language and literature and applied cultural science

2002-2003 *Ruprecht-Karls-University, Heidelberg*; German and English language and literature

2003-2005 *Örebro University*; German language and literature

2005-2006 *University West, Vänersborg*; English language and literature (via distance teaching)

Languages

Swedish: Mother tongue. Good sense of language in terms of grammar and contemporary, overall usage.

German: Fluent, in understanding as well as speaking. Good sense of language in terms of grammar and contemporary, overall usage.

English: Fluent in understanding, close-to fluent in speaking.

I have done translations from Swedish into English and Swedish into German.

Software

- Microsoft Office
- Open Office

Personal details

I am 35 years old, born and raised in Sweden. After graduating from high-school I moved to Germany where I lived for 4 years. My husband was born and raised in Germany and he and my two bilingual children (8 and 9 years of age) give me continuous practice of my German. My family, our dog (a German hunting terrier) and I live in one of those typical Swedish, red wooden houses in a small village called Pålshoda, 230 kilometres south-west of Stockholm.

My day is fairly busy with two young children, an active dog and work, but I try to squeeze in a little time for a good book every day. I also enjoy all kinds of outdoor activities, shorter trips, hiking and hunting. When at home I like baking, crafting, gardening and spending time with family and friends.

Contact and business information

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