### Curriculum Vitae

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| Name | Fetting |
| **First name** | Heike |
| **Date of birth** | 30.05.1968 |
| **Place of birth** | Leverkusen, Germany |
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| **Contact information:** | 3C Pukatea Street  Muritai  Lower Hutt 5013  New Zealand  Phone: +64-(0)4-562 01 45  Mobile: +64-(0)21-901 729  Email: heike.fetting@words4u.co.nz |
| **Education** | August 1974 – June 1978 Hardenberg school in Kiel |
|  | August 1978 – June 1988 Gelehrtenschule in Kiel |
|  | August 1988 – July 1989 Trained as a business administrator (foreign languages/tourism) at Berufliche Schulen am Ravensburg (vocational training school), Kiel |
|  | July 1989 – December 1989 Italian advanced language course at the Universitá degli Stranieri in Perugia, Italy  (Awarded with distinction) |
|  | March 1990 –August 1990 Studied Romance languages and German at the Christian-Albrechts University in Kiel |
|  | October 1990 – June 1993 Trained as industrial mechanic (precision mechanics and appliance mechanics) at Hellmuth Walter GmbH in Kiel  (Awarded: journeyman’s certificate of competence) |
|  | September 1993 – October 1997 Technical translation course at Flensburg Fachhochschule (University of Applied Sciences)  (Awarded: degree) |
| Periods abroad | Summer 1981 Participated in a six-week student exchange programme with Kenyan school. Was host to a Kenyan student from Nairobi |
|  | Summer 1991 Five-week stay in Toledo, Ohio (USA) to refresh my knowledge of English |
|  | September 1995 – February 1996 Practical job experience at the New Zealand Translation Centre in Wellington, New Zealand |
|  | March 1996 – August 1996 Studied at the Swinburne University in Melbourne with various main subjects in the fields of language and technology |
|  | December 1996 – February 1997 Further 3-month stay in New Zealand preparing my dissertation in cooperation with the New Zealand Translation Centre  (Specialist area: telecommunications) |
| Career history | June 1995 – October 1997 Freelance work as translator (while studying)  **Responsibilities:** mostly translation of technical texts (mechanical engineering, electrical engineering, automotive, computer and telecommunications technology) from English and Italian into German |
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|  | October 1997 – July 1998 Regular employee at the New Zealand Translation Centre in Wellington, New Zealand  **Responsibilities:** translation and editing of technical texts (mechanical engineering, electrical engineering, medical equipment, automotive, computer and telecommunications technology) as well as texts in the field of marketing, tourism, business and law (contracts) from English and Italian into German |
|  | August 1998 – July 2001 Part-time employment at Lionbridge Technologies (former International Communications Europe) in Rendsburg, Germany, and also freelance work  **Responsibilities:** translation and editing mostly of technical texts (documents, product presentations etc. in the areas of computer and telecommunications technology) from English and Italian into German, software and website localisation (predominantly Microsoft), project management |
|  | **Since August 2001**  Freelance work  **Responsibilities:** translation and editing of texts in the subject areas mechanical engineering, electrical engineering, medical equipment, medical studies, automotive, computer and telecommunications technology as well as marketing, tourism, business, finance and law (contracts) from English and Italian into German, software and website localisation, project management |
| **Foreign languages** | English (excellent), Italian (excellent), Swedish (very good), French (basic knowledge), Spanish (basic knowledge) |
| **Special skills** | Excellent knowledge of standard computer programs such as Word, Excel, PowerPoint, FrameMaker, and FileMaker, and excellent Internet research skills. In-depth experience with translation software programs such as SDL Trados Studio, Transit, Passolo, Memsource and Alchemy Catalyst. |
| Hobbies | Fitness, reading, baking, outdoor activities |

References

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and others...

Examples of recent projects

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| **PROJECT 1** | |
| *Customer:*  *Project name:*  *Task:*  *Volume:* | IBM  Design Software - Documentation, Presentation  Translation English > German  25,000 |
| **PROJECT 2** | |
| *Customer:*  *Project name:*  *Task:*  *Volume:* | Microsoft  Azure Documentation  Translation English > German  50,000 (ongoing) |
| **PROJECT 3** | |
| *Customer:*  *Project name:*  *Task:*  *Volume:* | Lycos  Annual Report  Translation English > German  13,000 |
| **PROJECT 4** | |
| *Customer:*  *Project name:*  *Task:*  *Volume:* | Energim AG  Contract  Translation Italian > German  9,000 |
| **PROJECT 5** | |
| *Customer:*  *Project name:*  *Task:*  *Volume:* | Vacon  Operation and service manual (frequency converter)  Translation English > German  90,000 |
| **PROJECT 6** | |
| *Customer:*  *Project name:*  *Task:*  *Volume:* | AccuSort  Operation and service manual  Translation English > German  45,000 |
| **PROJECT 7** | |
| *Customer:*  *Project name:*  *Task:*  *Volume:* | Man B&W  Diesel engine Operation manual  Translation English > German  35,000 |
| **PROJECT 8** | |
| *Customer:*  *Project name:*  *Task:*  *Volume:* | UBS Warburg  Financial News for UBS Internet and Intranet websites  Translation English > German  140,000 |

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| **PROJECT 9** | |
| *Customer:*  *Project name:*  *Task:*  *Volume:* | Design Data Corporation  SDS/2 Construction Software for the Steel Industry  Translation/Editing English > German  200,000 |
| **PROJECT 10** | |
| *Customer:*  *Project name:*  *Task:*  *Volume:* | New Zealand Tourism Board  New Zealand Tourism Board brochures  Translation English > German  30,000 |
| **PROJECT 11** | |
| *Customer:*  *Project name:*  *Task:*  *Volume:* | Resmed  Respiratory Equipment (Manuals, Software, Documentation)  Translation English > German  80,000 |
| **PROJECT 12** | |
| *Customer:*  *Project name:*  *Task:*  *Volume:* | Xerox  Manuals for printers/fax machines/copiers  Translation English > German  150,000 |
| **PROJECT 13** | |
| *Customer:*  *Project name:*  *Task:*  *Volume:* | Conversis  Patient Information for Medical Trials/Studies  Translation English > German  25,000 |
| **PROJECT 14** | |
| *Customer:*  *Project name:*  *Task:*  *Volume:* | American Express  American Express marketing text  Translation English > German  14,000 |
| **PROJECT 15** | |
| *Customer:*  *Project name:*  *Task:*  *Volume:* | SAP  SAP software localisation  Translation Italian > German  10,000 |
| **PROJECT 16** | |
| *Customer:*  *Project name:*  *Task:*  *Volume:* | Ford  Automotive texts  Translation Italian > German  6,000 |

Equipment

**Hardware:** PC and Laptop with Intel processor, Multi-Functional Printer (Printing, Scanning, Copying)

**Operating system:** Windows 10

**Software:** General:

Office 365 (including Word, PowerPoint, Excel, Access), Adobe Acrobat Reader

Translation Tools:

SDL Trados Studio, SDL Trados, Transit NXT, Alchemy Catalyst, SDL Passolo Translator, MemSource, Idiom WorldServer Desktop Workbench

FTP:

WS\_FTP95 LE, FileZilla, WinSCP

# Rates

**Translation:** EUR 0.07 - 0.10 per source word (depending

on type of assignment)

**Editing/Proofreading:** EUR 25.00 per hour or (EUR 0.025 per target word)