### 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 StreetMuritaiLower Hutt 5013New ZealandPhone: +64-(0)4-562 01 45Mobile: +64-(0)21-901 729Email: heike.fetting@words4u.co.nz |
| **Education** | August 1974 – June 1978Hardenberg school in Kiel |
|  | August 1978 – June 1988Gelehrtenschule in Kiel |
|  | August 1988 – July 1989Trained as a business administrator (foreign languages/tourism) at Berufliche Schulen am Ravensburg (vocational training school), Kiel |
|  | July 1989 – December 1989Italian advanced language course at the Universitá degli Stranieri in Perugia, Italy (Awarded with distinction) |
|  | March 1990 –August 1990Studied Romance languages and German at the Christian-Albrechts University in Kiel |
|  | October 1990 – June 1993Trained as industrial mechanic (precision mechanics and appliance mechanics) at Hellmuth Walter GmbH in Kiel(Awarded: journeyman’s certificate of competence) |
|  | September 1993 – October 1997Technical translation course at Flensburg Fachhochschule (University of Applied Sciences)(Awarded: degree) |
| Periods abroad | Summer 1981Participated in a six-week student exchange programme with Kenyan school. Was host to a Kenyan student from Nairobi |
|  | Summer 1991Five-week stay in Toledo, Ohio (USA) to refresh my knowledge of English  |
|  | September 1995 – February 1996Practical job experience at the New Zealand Translation Centre in Wellington, New Zealand |
|  | March 1996 – August 1996Studied at the Swinburne University in Melbourne with various main subjects in the fields of language and technology |
|  | December 1996 – February 1997Further 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 1997Freelance 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 1998Regular 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 2001Part-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

Ms Luiza Cerghedean

Alta Lingua SRL

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Mr Kalpna Parmar

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and others...

Examples of recent projects

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| **PROJECT 1** |
| *Customer:**Project name:**Task:**Volume:* | IBMDesign Software - Documentation, PresentationTranslation English > German25,000 |
| **PROJECT 2** |
| *Customer:**Project name:**Task:**Volume:* | MicrosoftAzure DocumentationTranslation English > German50,000 (ongoing) |
| **PROJECT 3** |
| *Customer:**Project name:**Task:**Volume:* | LycosAnnual ReportTranslation English > German13,000 |
| **PROJECT 4** |
| *Customer:**Project name:**Task:**Volume:* | Energim AGContractTranslation Italian > German9,000 |
| **PROJECT 5** |
| *Customer:**Project name:**Task:**Volume:* | VaconOperation and service manual (frequency converter)Translation English > German90,000 |
| **PROJECT 6** |
| *Customer:**Project name:**Task:**Volume:* | AccuSortOperation and service manualTranslation English > German45,000 |
| **PROJECT 7** |
| *Customer:**Project name:**Task:**Volume:* | Man B&WDiesel engine Operation manualTranslation English > German35,000 |
| **PROJECT 8** |
| *Customer:**Project name:**Task:**Volume:* | UBS WarburgFinancial News for UBS Internet and Intranet websitesTranslation English > German140,000 |

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| **PROJECT 9** |
| *Customer:**Project name:**Task:**Volume:* | Design Data CorporationSDS/2 Construction Software for the Steel IndustryTranslation/Editing English > German200,000 |
| **PROJECT 10** |
| *Customer:**Project name:**Task:**Volume:* | New Zealand Tourism BoardNew Zealand Tourism Board brochuresTranslation English > German30,000 |
| **PROJECT 11** |
| *Customer:**Project name:**Task:**Volume:* | ResmedRespiratory Equipment (Manuals, Software, Documentation)Translation English > German80,000 |
| **PROJECT 12** |
| *Customer:**Project name:**Task:**Volume:* | XeroxManuals for printers/fax machines/copiersTranslation English > German150,000 |
| **PROJECT 13** |
| *Customer:**Project name:**Task:**Volume:* | ConversisPatient Information for Medical Trials/StudiesTranslation English > German25,000 |
| **PROJECT 14** |
| *Customer:**Project name:**Task:**Volume:* | American ExpressAmerican Express marketing textTranslation English > German14,000 |
| **PROJECT 15** |
| *Customer:**Project name:**Task:**Volume:* | SAPSAP software localisationTranslation Italian > German10,000 |
| **PROJECT 16** |
| *Customer:**Project name:**Task:**Volume:* | FordAutomotive textsTranslation Italian > German6,000 |

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)