

Tech-savvy, detail-oriented, analytical, reliable and responsive self-starter with over 20 years of results-oriented experience in the translation/localization industry, continuously pushing for organizational and process optimization while delivering services and solutions that exceed client expectations.

- > Proven skills in translation & localization, software & technology, project & account management, production, and business management
- > Proficient in a large variety of software applications and production formats
- > SDL TRADOS Level 3 certified systems administrator
- > German native speaker and near-native English speaker
- > Passionate about new technology, challenging projects, adaptive ski instruction and sailboat racing; quick learner for everything else
- > Top 5 strengths based on Gallup Strengths Finder: Analytical, Focus, Deliberative, Consistency, Includer

PROFESSIONAL EXPERIENCE

President, Moncur Consulting LLC

- > Incorporated in 2019 (freelance translator and web designer since 1998)
- > Responsible for all operations, including finance, marketing, technology, workflows, human resources
- > Client account & project management
- > As needed: translation, editing, proofreading, multilingual pre- and post-production, quality assurance
- > www.moncurconsulting.com

VP, Strategic Operations & Localization Services, TripleInk (Martin | Williams Advertising)

- > Jan 2000 – Aug 2019
- > Responsible for corporate strategic operations and resources, including marketing, technology, workflows, staffing
- > Oversight over localization services, including account management, multilingual pre- and post-production, quality assurance
- > Administration, training and best practices implementation of translation environment and workflow tools, such as SDL Trados Studio and GroupShare, as well as internal and external websites and social media properties
- > Workflow enhancements through automation and process optimization
- > Interactive account and project management
- > Interactive production
- > Evaluation of Translation Management Systems, followed by the implementation of Trados TMS, user training and system administration, thereby greatly increasing the productivity and competitiveness of the agency
- > Project management, primarily for interactive projects
- > Glossary and style guide development
- > German translation, editing, proofreading

Translator, P.H. Brink (later Merrill Brink International, now ULG)

- > May 1999 – Jan 2000
- > Translation, editing and proofreading of English-German documents
- > Focus: manuals for agricultural vehicles and medical devices

Leading Edge Adaptive Ski Instructor, Three Rivers Park District

- > Nov 2019 – present (seasonal part-time position)
- > Helping children with special needs participate in their schools' skiing field trips to Hyland Hills

EDUCATION & TRAINING

- > B.A., Translation with emphasis on Engineering (Staatlich geprüfte Übersetzerin in der englischen Sprache), *Sprachen- und Dolmetscher-Institut Muenchen*, 1999
- > Technologie, Strategie und Leadership (Technology, Strategy and Leadership), *mooc.house*, 2019
- > Web-Technologien (Internet Technologies), *Hasso Plattner Institut*, 2013
- > HTML Programming, 2001
- > Fluent in German and English, working knowledge of French

CERTIFICATIONS & AWARDS

- > SDL Trados Studio 2019 for Project Managers
- > SDL Trados Studio 2019 for Translators Level 3 (Advanced)
- > HubSpot Inbound Certified
- > HubSpot Sales Software Certified
- > PSIA Level 2 Certified Ski Instructor – Adaptive
- > Ski Instructor Extraordinaire award at NDV Winter Sports Clinic in 2017
- > Volunteer of the Year award with Courage Kenny's Wednesday program at Hyland Hills 2018
- > Wayzata Yacht Club Andy Crew Award 2016

VOLUNTEER EXPERIENCE

Volunteer Ski Instructor & Lead Trainer, Courage Kenny Rehabilitation Institute

- > Dec 2003 – Present
- > Adaptive ski instruction for children and adults with disabilities
- > Training of new and returning instructors
- > Development of clinic curricula and lesson plans
- > Annual participation as volunteer ski instructor in national Winter Sports Clinic for Disabled American Veterans in Colorado

Construction Volunteer, Habitat for Humanity International

Marketing Committee Member, Wayzata Sailing

Board Member, Calhoun Yacht Club