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SUMMARY Skilled German to English technical translator and terminologist
Specialist training in international standard EN 15038

EXPERIENCE

01/2007 – Present

Translator and terminologist – Freelance, Munich

- Technical documentation, machinery and engineering
- Customer-oriented texts including customer documentation, marketing, advertising, press releases, training materials
- Localization of online help systems, terminology extraction
- Onsite support in project management, administration, terminology, translation

12/2003 – 12/2006

Project management / implementation - Corporate Translation and Terminology - Giesecke & Devrient, Munich

- Oversaw the consolidation of a centralized translation department from documentation, marketing, press and communication departments
- Introduced measures for reduce internal and external translation costs
- Introduced quality assurance and organizational measures based on DIN 2345
- Successfully implemented project to streamline terminology from various technical departments

06/1997 – 11/2003

Translation project manager - Giesecke & Devrient, Munich

Achieved average project savings of 35%

- Defined and outlined procedures for internal and external translations and terminology work
- Responsible for calculation, planning and monitoring of translation and localization projects (internal and external)
- Introduced and managed database-supported terminology and translation tools

06/1992 – 05/1997

Technical translator/editor - Giesecke & Devrient, Munich

- Responsible for translation and editing of technical manuals, instructions and development documentation
- Initiated systematic terminology work, developing and maintaining terminology lists and databases
- Contact with documentation department in American subsidiary

09/1991 – 05/1992

Lecturer for English - Merkur Handelsschule, Mannheim

Taught technical English, translation and trade correspondence courses at all levels

MEMBERSHIPS

DVÜD e.V. (deutscher Verband der freien Übersetzer)
Tekom e.V. Institute for technical communication
American German Business Club e.V. (Munich),
California Association e.V., Amerika Haus e.V.

SOFTWARE

CAT Tools: MemoQ, SDL/TRADOS, MultiTerm, DejaVu,
User knowledge of: Passolo, Across, Transit and Wordfast
DTP and Office: MS Office (incl. MS Access, advanced Excel),
Framemaker, RoboHelp,

DEVELOPMENT AND TRAINING (selected measures taken)

EN 15038 - Quality standard for translation services

- Auditor's Training pursuant to EN 15038:2006 Translation Services – Service Requirements in accordance ISO 19011:2002
September 5-7, 2011, Vienna

Translation, translation tools

- MemoQfest 2012 user conference with training sessions, Kilgray Translation Technologies, May 9-11, 2012, Budapest
- “Interpreting the future” International Translators' Conference sponsored by Germany's Federal Association of Interpreters and Translators (BDÜ)
September 28-30, 2012, Berlin
- “Translating the Future” International Translators' Conference sponsored by Germany's Federal Association of Interpreters and Translators (BDÜ)
September 2009, Berlin

Terminology

- Deutsche Terminologie-Tag e.V. (DTT), “Terminology from various perspectives”, April 19-21, 2012, Heidelberg
- International Terminology Summer School 2012,
University of Vienna, July 9-13, 2012, Vienna
- Terminologiemanagement in der Unternehmenspraxis
event sponsored by the tekomp regional group in Munich, July 6, 2007, Munich
- Terminologie von Anfang an, tekomp e.V. spring conference, May 2006, Weimar
- Deutsche Terminologie-Tagung e.V., 2002 Cologne

EDUCATION

B.Sc., Political Science, International Relations

University of Utah, Salt Lake City, USA, June 1991
- International Political Science with German

International studies

Universität Heidelberg (09/1989 - 07/1990)

Exchange student for German and political science

Russian Culture and Politics - tour of Moscow and St. Petersburg (03/1988)
through the University of Utah

Student experience

Internship with Senator A. Simpson, Washington, D.C., USA (July 1991)
Summarize meetings of senators, work in PR department, research events

Publicity Team Coordinator, University of Utah, USA (1990–1991)

Coordinated activities to promote study abroad including drafting flyers,
developing marketing strategies, visiting schools, classes, job fairs, etc.

PERSONAL INFORMATION

US citizen with unlimited work and residency permit for Germany

LANGUAGES

English: native
German: fluent
French: basic

REFERENCES

Professional references available as written German reports or with direct
contact information, as desired.