

CURRICULUM VITAE



Personal Data

name	Tobias Punzmann
adress	Gramastr. 54 92660 Neustadt Germany
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e-mail	tobi@instantoffice.de
born on	23.05.1969 in Neustadt a.d. Waldnaab
marital status	single

Work Experience

since 1995	Freelancing as Technical Editor and Translator
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Working on documentation projects for different customers

01/02 – 12/03	Regular documentation and translation projects for different companies in the following fields:
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Electronics – Telecomm.	INSYS Mikroelektronik GmbH in Regensburg
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Automotive	Grammer AG in Amberg
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nexans Autoelectric GmbH in Floss

Power engineering	ALSTOM SA, France
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Mechanical engineering	Baumann GmbH in Amberg
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Plant engineering	Tetra Pak AB, Sweden
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Computer hardware	Toshiba Europe GmbH in Regensburg
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Computer software	Web2CAD AG in Amberg
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eSummits Inc., USA

Wood Machinery Manufacturers Of America, USA

10/01 – 12/01	Assistance in creating a complete software documentation in English language for Siemens ICN
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03/01 – 09/01	Support of the development team of RedSpark GmbH in Amberg
Fields of activity	Drawing up software documentation and training material in German and English language

Software localization

Creating online help systems

Creating and translating marketing material

Creating product presentations and demo CDs

05/99 – 02/01 Fields of activity	Support of the documentation team of Autodesk GmbH in Amberg Drawing up software documentation and training material in English language Creating online help systems
05/96 – 04/99 Fields of activity	Support of the documentation team of Genius CAD-Software GmbH in Amberg Drawing up software documentation and training material in English and German language Software localization Creating online help systems
08/95 – 04/96	Translation of the complete technical communication between the headquarters and the sites or customers for HORN Glasanlagenbau GmbH
1994 - 1995 Fields of activity	Employment as design engineer AssiDomän Packmaster GmbH in Ezelsdorf Design of assemblies for packing machines Working out a documentation concept for technical manuals Commissioning and service of packing machines in Europe

Studies

1996 - 1998	Advanced Technical College in Weiden Economical Engineering (no degree)
1988 – 1994	Advanced Technical College in Regensburg Degree in Mechanical Engineering with focus on Design & Development
1992 - 1992	2. practical semester Maschinenfabrik Reinhausen GmbH in Regensburg
1990 - 1991	1. practical semester Heinrich Fiedler PerforierTechnik in Regensburg

School Education

1986 - 1988	Gustav v. Schloer Technical College in Weiden i.d. OPf.
1984 - 1986	Junior High School in Neustadt a.d. Waldnaab
1979 - 1984	High School in Neustadt a.d. Waldnaab
1975 - 1979	Elementary School in Neustadt a.d. Waldnaab

Skills & Knowledge

Languages

Native language German
Fluent English

Computer Knowledge

Very good knowledge of the standard MS Office applications and standard software under MS Windows

Very good CAD knowledge of the Autodesk products AutoCAD Mechanical, Mechanical Desktop and Inventor

Very good knowledge of the Trados translation management tool

Good knowledge of the software tools Adobe Framemaker and Photoshop, Macromedia Dreamweaver, Fireworks and Homesite, HTML Help-Workshop and Robohelp

Good knowledge of installation and administration of computer systems

Non-professional Activities

Activity in the football and skiing department of the local sports club
Non-commercial event management