
DR. WOLF GROSSKOPF

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SUMMARY OF QUALIFICATIONS

High-energy technical writing and language professional with exceptional interpersonal and communication skills and an extensive background in the following broad-based competencies:

TRANSLATING

PROJECT MANAGEMENT

TECHNICAL WRITING

CONFERENCE INTERPRETING

SCHEDULING

CLIENT SATISFACTION

RESEARCHING

PRESENTING

EDITING

- Gained over 25 years of experience in translating patents and contracts from English to German and vice versa, most of them in the chemical, medical and pharmaceutical fields.
- Proved ability to work with people from many nations in booth translation jobs at about 60 international conferences and seminars (political, business, expert fields) in and around Berlin and throughout Germany and at numerous depositions and court proceedings in the United States
- Extensive interpreting experience in depositions and witness training, particularly in the fields of automotive engineering, chemical/pharmaceutical, and patent infringement
- Acquired wide-ranging technical translation experience in many fields, including patents, automotive, software localization, technical documentation, safety datasheets.
- Demonstrated executive level skills and ability to provide administrative support in a radically changing environment and to handle sensitive and confidential information with discretion.
- Proved excellent sense for detail and accuracy.
- Worked in and managed teams of translators; excellent cooperation with colleagues across the globe.

PROFESSIONAL EXPERIENCE

FREELANCE INTERPRETER AND TRANSLATOR, INC. SINCE 2006

2000 – Present

Thousand Oaks/Northridge/Narragansett/Kingston/Bemidji

- Run a language services business in the United States and have built a stable client base; daily translation output 3,500 to 4,500 words.
- Interpret at depositions, court proceedings, meetings, and seminars.
- Show initiative by working as lead vendor inhouse and overseeing the pilot project of a major software localization job for a Chicago-based company.
- Translate English video presentations into German and direct audio productions in German.

FREELANCE INTERPRETER AND TRANSLATOR
Home Office in Berlin, Germany

1993 – 1999

- Took oath as sworn translator for the courts of Land Berlin, Germany.
- Translated more than 500 patents, mostly in the pharmaceutical field, from German to English and vice versa.
- Showed ability to deliver highest accuracy in translation projects with the German National Standards Institute (DIN), including the new edition of the DIN-ISO 9000 series for the year 2000.
- Proved ability to work with people from many nations in booth translation jobs at about 50 international conferences and seminars (political, business, expert fields) in and around Berlin and throughout Germany.

HEAD PROJECT MANAGER
Unitext GmbH, Berlin, Germany

1992 – 1993

Chosen for position based on proven abilities to lead a team of trainee translators, learn quickly and to consistently exceed standards for production and quality.

- Headed a team of 15 translators working on a 30,000 page English-German translation project for Northern Telecom. Responsible for both quality and timely delivery, editor-in-chief for the whole project.
- Headed the company's English translators' team
- Introduced quality assurance system, improved interworking of the Translation and Desktop Publishing departments.

ASSISTANT PROFESSOR
Humboldt University, Berlin, Germany

1984 – 1992

Selected for position after completing postgraduate studies in linguistics.

- Taught various English linguistic subjects (phonetics, grammar, lexicology, varieties) and a special course on the translation of legal texts.
- Worked on own research projects in the field of German-English language comparison (thesis) and South African English.
- Actively fulfilled several administrative responsibilities besides research and teaching: assistant to the head of the English Studies department, head of the University Bodies subdivision in the President's office

EDUCATION

Humboldt University Berlin Doctor philosophiae, Specialization: Linguistics 1988
Humboldt University Berlin Diploma in Translation and English Studies 1983

REFERENCES

Furnished upon request.