

**Evelyn Olsen**  
**Technical Translator**  
**English • German**

*Phone: +64-4-589-9816 Mobile: +64-22-340-1835 Email: [evolsen@xtra.co.nz](mailto:evolsen@xtra.co.nz)*

---

## **Curriculum Vitae**

Qualified translator with 23 years of experience – 12 years as an employed full-time translator for a New Zealand translation company and 11 years as a freelancer translating, editing and proofing texts from a wide range of subject areas. Strong focus on precise, time-critical translations of highest quality.

### ***Working languages***

---

German (mother tongue)  
English

### ***Areas of Expertise***

---

**Technical**

User manuals, safety data sheets, technical specifications, instruction sheets, marketing material

**Information Technology (IT)**

Software localisation, help files, documentation, websites, related marketing material

**Marketing**

Presentations, marketing brochures, press releases, advertising

**Market Research**

Variety of surveys and publications

**Business**

Correspondence, reports, strategy reports

**Medical**

User Guides, Clinical Guides, product descriptions and specifications (e.g. breathing devices and masks for apnea patients; heart pumps; stents; syringes)

**Tourism**

Variety of tourism brochures, travel guides, tourist information, promotional website content, loyalty programmes

### ***Career***

---

**February 2007 – present**

**Freelance Translator – English > German**

- Translation, editing and proofing of documents from a variety of subject areas

## February 1995 – February 2007

Full time employment at NZTC International Ltd.

### 1997-2007

#### Head of Department – German Department

- Translating, reviewing and proofing of documents from a variety of subject areas including technical, medical, pharmaceutical, business, marketing, market research, tourism
- DTP proofing
- Coordination of all translations projects handled by the German Department
- Resourcing and evaluating contract translators
- Developing and monitoring quality assurance processes within the department

#### Parallel to this role:

- Implementation of translation memory tools (Trados and SDLX)
- Training of internal and external staff in the usage of Trados and SDLX

### 1996-1997

#### Translator – German Department

Translation of texts from a variety of subject areas

### 1995-1996

#### Account/Project Manager – German clients

- Liaison with German clients
- Quoting
- Project scoping and planning
- Project management (resourcing, overseeing the process, ensuring all quality assurance processes are being followed, invoicing, despatch to the client)

### January 1995

- Degree in Technical Translation from the Flensburg University for Applied Studies (Dipl. Technikübersetzen – Fachhochschule Flensburg)

## Software\*

---

#### Operating Systems

- Windows 10
- Windows 8
- Vista

#### Word Processing

- Microsoft Office 2013
- Microsoft Office 2007

#### Cat Tools

- Passolo Translator 2015
- Passolo Translator 2011
- Idiom WorldServer

#### Translation Memory Tools

- SDL Trados Studio 2015
- SDL Trados Studio 2011
- SLDX

#### Viewing

- Adobe Acrobat

\*In addition to the software and tools mentioned here I am always willing to purchase and learn the usage of new tools should this be required for an assignment.

---

### ***Conferences attended***

---

- **June 1996** – NZSTI (New Zealand Society of Translators and Interpreters) Conference–Speaker (Presentation on the EU terminology database Eurodicautom – now IATE)
- **June 1998** – NZSTI (New Zealand Society of Translators and Interpreters) Conference–Speaker (Presentation on Trados)
- **June 2004** – NZ Localisation Forum (one-day conference in Auckland and Christchurch –Speaker (Presentation on the Localisation Market in New Zealand)
- **November 2004** – Localization World Conference, San Francisco – Visitor
- **June 2015** – NZSTI (New Zealand Society of Translators and Interpreters) Conference–Speaker (Introduction to SDL Trados Studio 2015)

### ***Personal Strengths***

---

- Excellent communication skills
- Outstanding team skills
- Reliable
- Meticulous
- Exceptional research skills

### ***Areas of Interest***

---

- Equestrian
- Scuba diving
- Badminton
- Sustainable Living
- Cuisine
- Hand crafts

### ***References***

---

Available on request