



# Translations

...a bolder way to translate!

## Matt Baird

German – English Language Services for  
Corporate & Financial Communications

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<b>Objectives</b>	To provide my clients with bold, fresh copy that reflects the quality of their products and services; to help international companies <b>find their English voice</b>
<b>Languages</b>	Native English speaker (U.S.), near-native fluency in German acquired academically, professionally and socially over the past 16 years
<b>Specialty</b>	<b>Corporate and financial communications</b> ; extensive experience in HR, IT and marketing
<b>TM Tool &amp; Resources</b>	<b>SDL TRADOS Studio 2009 &amp; SDL Trados 2007</b> ; HP ProBook 6640b, Office 2010, Adobe Acrobat Professional, comprehensive office and online library
<b>Experience</b>	<b>2010 – Present: Freelance translator &amp; editor (Bonn, Germany)</b> <u>Intranet Editor</u> : Edits & translates intranet content for Deutsche Post DHL Internal Communications <u>Freelance Translator &amp; Editor</u> : Provides translation and editing services primarily in the fields of corporate and financial communications <b>2008 – 2010: Deutsche Post DHL (Bonn, Germany)</b> <u>German-English Translator</u> : Translates, proofreads for internal DPDHL clients, specializing in internal/external communications, finance, marketing and human resources; edits English copy; coordinates multilingual translation projects <b>2003 – 2007: mtb-translations inc. (Boulder, Colorado, USA)</b> <u>Freelance Translator &amp; Editor</u> : Provides accurate, articulate and consistently on-time translation, proofreading, and editing services on a contractual basis <b>1999 – 2002: KAPP Technologies (Boulder, Colorado, USA)</b> <u>German-English Translator and Sales Coordinator</u> : Translates and edits correspondence, quotations and technical documentation for machine tool manufacturer; monitors and directs internal communications with parent company in Germany and coordinates sales projects with regional sales managers
<b>Education</b>	<b>2003: Georgetown University</b> One semester of graduate work in German and European Studies <b>1999: University of Colorado at Boulder</b> BA: German Studies and International Affairs (Magna Cum Laude) <b>1997 – 1998: Philipps Universität Marburg</b> One year of independent study focusing on grammar, literature and translation
<b>Additional Experience</b>	<b>May 2003 – October 2003</b> : Research Assistant, Center for Strategic and International Studies (CSIS), Washington, DC <b>September 2002 – May 2003</b> : Editorial Assistant, The Washington Quarterly / CSIS, Washington, DC <b>June 1999</b> : Intern, Deutsche Bundespresse- und Informationsamt, Bonn, Germany (German Federal Press and Information Agency)

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