

Sabine Gerken, M. A.

Translations and Proofreading EN->DE

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I am a full-time freelance translator with a background in finance as well as in literature. During my studies I spent a half-year term in Newcastle-upon-Tyne, UK, and six weeks in Berkeley, California. I have completed an apprenticeship as industrial clerk and have worked as industrial clerk, accountant and secretary for more than 4 years. I have earned my Masters degree in studies of German, English and American literature and have been volunteering my time as an editor for an independent non-profit literature magazine for almost 4 years.

Availability:

- I am available full-time and can be reached all day despite different time zones: Upon receipt of every email at gerken_inquiry@gmx.net, I get a phone notification and can respond within short time.

Degrees and Certificates:

- I have received my Masters degree from Ruhr-Universität Bochum in 1999. In 2002 I have passed the translator's exam at the Chamber of Industry and Commerce in Dortmund, a state-recognized exam. In 2005, I have taken the state-exam as translator and interpreter and passed with distinction. In June 2005, I have taken the exam for additional classes I attended on the subject of translation of certified documents and interpretation in court.

Translation experience:

- I have translated websites, press articles, company brochures, product sheets, questionnaires, documentals, financial texts (business plan, statement forms) and software. Two essays which I have translated were published in "Nordirland auf dem Weg ins 21. Jahrhundert" (Northern Ireland and Its Way into the 21st Century) by Christian Ludwig Knoll. In cooperation with the publisher of the above mentioned literature magazine dO!PEN I have translated poems for public reading.

Work experience:

- *1987 to 1990* *Apprenticed industrial clerk*
I was apprenticed with Veba Oel AG, an oil processing company. During my apprenticeship I was deployed in the departments of exploration & production, processing, purchasing, sales & marketing and accounting.
- *1990 to 1994* *Industrial clerk*
After having finished the apprenticeship I worked in the accounting department. I had the tasks to enter invoices into the ERP-software, check invoices against orders, clarify problems, check for correct performance of tasks and finally sign the invoices for payment.
- *2000 to 2001* *Secretary with translation tasks*
I worked as a secretary for a small business in the field of microscopic technology. Apart from the secretarial tasks, i.e. answering the phone and emails, visitors' reception, organisation of presence at trade fairs,

taking the minutes at meetings, typing correspondence etc, I translated the company brochure and product sheets.

- *2001 to 2002 Accountant*
I worked as an accountant for a company in the field of robotic engineering. My tasks were entering and checking of incoming invoices, preparation and execution of payment runs, balancing accounts, year-end bookings, control of customers' accounts, booking bank account statements. Later I also worked in the logistic department, entering orders into the ERP-software, packaging, sending out goods, invoicing.
- *2002 to present Freelance translator*

Languages:

- German native speaker
- English excellent
- Spanish advanced learner
- French basic

Professional Memberships:

- BDUe (Bundesverband der Dolmetscher und Übersetzer e.V.)

Schools attended:

- 1973 to 1977 Primary school: Ewaldgrundschule in Oer-Erkenschwick
- 1977 to 1985 Grammar school: Städtisches Gymnasium Datteln
- 1985 to 1987 Commercial college: Höhere Handelsschule Datteln
- 1991 to 1993 Evening school: Abendgymnasium Gelsenkirchen
- 1994 to 1999 University: Ruhr-Universität Bochum