

Jan Vaeth

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HIGHLIGHTS OF QUALIFICATIONS

- Fluency in English and German, proficiency in Mandarin Chinese
- More than twenty years of experience in editing, proofreading, and translation
- Solid knowledge in American, Chinese, and German culture, political and business affairs, as well as good appreciation in art and various domains through extensive travel, learning, and living in the U.S. and China for many years
- Highly organized, excellent team player, quality-conscious, and detail-oriented
- Word®, Excel®, PowerPoint®, SQL®, Systran 5.0®, OCLC® (Bibliographic Utility), Adobe InDesign®

PROFESSIONAL EXPERIENCE

Ricci Institute for Chinese-Western Cultural History, USF
Chinese Library
Research Associate

2006-current
San Francisco, CA

- Publishing: Researched, edited, indexed, and revised Institute lexicon-publication concerning Western Christian–missionary historical presence in China, to be published at M.E. Sharpe
- Continued as below

Ricci Institute for Chinese-Western Cultural History, USF
Chinese Library
Student Assistant

2004-2006
San Francisco, CA

- Retrospective conversion of research-library holdings into online-multilingual catalog
- Tasks, skills, and tools mastered: Web-accessible database management (SQL/XML); OCLC bibliographic utility, CJK (China-Japan-Korea) input software, plus full European-language character set; HTML markup and input of bibliographic, name/subject authority, and other controlled vocabulary information into SQL database; Chinese-language requirements (90% of holdings) on-the-fly reading conversion of Wade-Giles to *pinyin* transcription, and simplified to traditional Chinese
- Supervised graduate-student staff, supported visiting scholars, referenced questions, etc.
- Publishing: Researched, edited, and revised Institute publications concerning China and East Asia, history, economics, and political affairs

MeridianGlobal, Inc.
Intern

2004-2006
San Francisco, CA

- Edited, researched, and revised country descriptions for online content, licensed by multinational corporations; worked as part of an editorial team
- Consulted staff in Chinese and German language and cultural matters

Self-employed **2001-2004**
Translator Bonn, Germany

- Translated business documents from English into German for major multinational corporations; areas: law, business, and publication
- Used various software programs and affiliations with translator websites

SchütteSoft GmbH **1998-2001**
Administrative Manager Bonn, Germany

- Managed facility
- Managed travel needs for sales and technical staff
- Scheduled monthly sales meetings/conference calls
- Compiled summarized financial reports for monthly review by CEO: projected revenue, P/L; overhead management
- Filed business permits (e.g. operational, environmental, and public transport)
- Approved invoices for processing/payment

Deutsche Angestellten Akademie **1989-1998**
German Teacher Brühl/Rhld., Germany

- Taught German language to full-time immigrant students from Russia, Poland, etc.
- Evaluated and graded students according to academy standards
- Taught employment skills (e.g. rights and duties under the law)
- Prepared students for pursuits for employment (e.g. mock interviews, job searches)
- Counseled students on new cultural and socio-economical environment
- Planned field trips to companies and institutions (i.e. hands-on experience)
- Performed administrative work for branch

EDUCATIONAL ACHIEVEMENTS

University of San Francisco **2004-2006**
Master in Arts, Asia Pacific Studies San Francisco, CA
GPA: 3.9

Universität Bonn **1987-1989**
Graduate Studies in Chinese Language Bonn, Germany

Nanjing Daxue (University of Nanjing) **1985-1987**
Political Economics Nanjing, China
(Full two-year grant by dual governments of China and West Germany)

Universität Bonn **1980-1985**
Bachelor in Arts, Chinese and Japanese languages Bonn, Germany
Grade: A