

Curriculum Vitae

Personal Data

Name: Elke Vogelsang
Nationality: German (mother tongue)
Street: Peiner Straße 46
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Country: Germany
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Date of birth: 1972/05/22
E-mail: info@vogelsang-translations.com
URL: <http://www.vogelsang-translations.com>
Profession: Technical translator for English and Spanish into German, technical writer and Desktop Publishing specialist

Skills and Expertise

- Master's Degree in International Technical Communication from University of Hildesheim, Germany.
- 8 years of experience as a translator, technical writer and proofreader.
- Areas of Expertise: electronic and mechanical engineering, chemistry.
- High skill in all applications mentioned below.

Hardware and Software

- Windows XP
- DSL, color printer, fax modem, DVD/CD-ROM writer
- Adobe Acrobat 6.0 Professional, Adobe GoLive, Adobe Photoshop, Microsoft Access XP, Excel XP, Front Page XP, Power Point XP, Word XP, CorelDraw 10, Micrografx Designer
- CAT tools: Trados 7.1 Freelancer, Across 3.1, Corel Catalyst Quickship 3.0, Passolo Translator Edition

Rates

Translations

I do **NOT** have a minimum order value!

Up to 1,000 source words	€100.00 per 1,000 source words
1,000 to 5,000 source words	€90.00 per 1,000 source words
Over 5,000 source words	€80.00 per 1,000 source words

Rate per page	€30.00
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Computer Assisted Translations (Trados)

Repetition	20%
100% Match	20%
95%-99%	33%
85%-94%	66%
75%-84%	66%
50%-74%	100%
No match	100%

Technical Writing

Per hour	€35.00
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Desktop Publishing

Per hour €20.00
Per page €05.00

Proofreading

40% of translation rates

Daily output

3,500 words (translation)
9,000 words (proofreading)

School/University

1979-1983: Primary school in Hildesheim and Harsum, Germany

1983-1985: Orientierungsstufe in Ottbergen, Germany

1985-1992: Scharnhorstgymnasium Hildesheim (A level), Germany

1992-1999: University of Hildesheim, Germany

Faculty: International technical communication

Languages: English, Spanish (into German and vice-versa)

Subjects: Electrical and mechanical engineering

Additional certificate: Technical documentation

09/1994-3/1995: Foreign studies at the Faculty of Communications & Human Studies at Dublin City University in Dublin, Republic of Ireland

03/1999: Diploma (University degree in technical translations and technical writing at the University of Hildesheim, grade: 2.2)

Employments

From 04/96 to 08/98: Part-time private teacher for English.

From 05/99 to 31/03/04: Employed at tec:con Technik Consulting GbR, Hildesheim/Germany, as a technical translator and technical writer.

Customers (examples):

Telecommunications: elmeg GmbH

Electrical engineering: Schneider Electric GmbH

Medical Imaging: Kodak Digital Sciences Inc.

Mineral oil industry: ESSO AG

From 05/00 to 03/04: Consultant for technical documentation and Desktop Publishing at Huber+Suhner Mobile Radio Systems GmbH, later named AdCoCom GmbH, (customer of tec:con GbR)

From 07/00 to 10/02: Consultant for technical documentation and configuration management at Ericsson Eurolab Hildesheim (customer of tec:con GbR)

From 04/04 to 05/05: Employed at AdCoCom GmbH, TecCenter, 31162 Bad Salzdetfurth, Germany, as technical translator, technical writer and chief editor of the quarterly newsletter, the "AdCoCom Highlights" (in English)

Freelance Experience (Examples)

From 10/04: Part-time freelancer

From 06/05: Full-time freelancer

Examples of freelance work:

- Manuals for digital still camera, EN > DE, about 30,000 words and ongoing
- Manuals for digital camcorders, EN > DE, about 25,000 words and ongoing
- Game script, EN > DE, 4,000 words
- Online help for DVD/Disc recorder, EN > DE, 4,000 words
- Website, hotel descriptions, EN > DE, about 100,000 words and ongoing
- Contracts (film industry, EN > GE), 4,000 words
- User manual Off-Roader (EN > GE), 10,000 words
- Online portal for hotel chain (EN > GE), 50,000 words
- Installation manual for mass spectrometer (EN > GE), 10,000 words
- User manual for video recorder for security systems (EN > GE), 6,000 words
- Safety guidelines, info brochures (chemical industry, EN > GE), 100,000 words and ongoing
- and many more...