Thomas Schwartz

Technical Translator/Writer

[State-Certified Electronics/IT-Engineer]

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Profile

I'm an Electronics/IT-engineer with extensive working experience in technical documentation and translation in electronics, mechanical engineering, machine building and pharmaceutical industry. These experiences are the base for my daily work as technical writer and translator.

Professional Experience

Freelance Technical Translator and Writer, since Oct. 2015

Manager of the Technical Documentation & Linguistic Department,
Leica Geosystems AG – Heerbrugg/Switzerland — Oct. 2011 – Sept. 2015
Professional and disciplinary responsibility of the 8-Member editorial team.
Budget responsibility for the entire editorial team.
Manager of the Technical Documentation & Linguistic Department,
Leica Geosystems AG – Heerbrugg/Switzerland — Oct. 2011 – Sept. 2015

Professional and disciplinary responsibility of the 8-Member editorial team.
Budget responsibility for the entire editorial team.
Integration to technical writers and translators of Leica Geosystems and Hexagon Geosystems.
Set-up/expansion and restructuring of processes covering the entire value chain in technical documentation.
Project planning and classification.
Terminology management.
Translation management.
Evaluation and introduction of systems for the technical editing, such as, project planning tools, terminology databases, translation management/CAT, illustration creation and use of CAD.
Development and optimization of existing systems {content management system, SAP) on the requirements for brand switches and multi-brand products.
Training and implementation of the relevant standards in the technical documentation and accompanying standards, directives and laws (risk assessment, product safety, machinery directive).
Monitoring and steering of processes and workflows within the department and to adjacent departments.
Optimizations of the internal and cross-team workflows.
Creation of technical documents for the whole product range.
Publication of documents in different output formats and on different platforms.

Manager of the Technical Documentation & Linguistic Department, Gerhard Schubert Verpackungsmaschinen GmbH; Crailsheim —Jan. 2002 – Aug. 2011

Responsibility for eight technical writers and one validation engineers.
The given tasks and responsibilities are:
Coordination of the creation and translation for the commissioned production lines.
Creation of new templates and maintaining existing templates for user manuals and validation documents.
Creation of hazard- and risk-analysis for the production lines.
Workflow optimization with API's and Plug-Ins.
Programming and maintaining the electronic spare-parts catalogue (ESM).
Creation and coordination of the internally used knowledge-base.
Support of the validation-engineering-group in their validation projects (GMP).
Facilitation of the company-internal workflow with Plug-Ins and software-tools.
Maintaining the QA-Handbook (in cooperation with the QA-Manager)

Manager for the Technical Documentation/Translation and IT Department, ServoTech GmbH; Langenburg — 1996-2001

Creating and writing technical documentation for several customers of the machine building industries (Bosch, Rexroth, Schaeff-Terex, …).
Creation of Macros and API's to facilitate the in-house workflow with the used software for translation and DTP-work.

Creation of the software-suite GXP-Datamanager for production lines.
This software suite combines all required information and functions for a production line (spare-parts catalogue, user manual, maintenance intervals, calibration intervals, fault message acquisition and analysis, production line data processing …).
Direct contact to the customers, that have purchased this suite, as well as on site visits for training and updates.
Creation and conduction of a QM concept and papers for the IT department (ISO 9000).
By the time I was leaving the company, I was responsible for a crew of 10 programmers and two apprentices.

IT Specialist for Bausch + Ströbel Machine Company GmbH & Co, Ilshofen — 1990-1994

The occupation included installation, setup, programming and commissioning machines for the pharmaceutical industries in the company and on customer site.

During this time, I was working from Jan. 1992 to April 1994 as IT Specialist/Service Technician and Translator at the US facility of Bausch + Stroebel Machine Company Inc. Clinton, Connecticut USA. The occupation included installation, setup, programming and commissioning machines for the pharmaceutical industries in the company as well as on customer site. As this was the only facility of Bausch + Ströbel in the US, I was responsible for servicing and maintaining these machines on customer site.

Education

Bausch & Ströbel Machine Company, Apprenticeship and Degree as Information Technology Specialist ; Ilshofen – Graduation in 1990

Fachhochschule für Technik Bad Mergentheim, staatl. gepr. Elektronik-
/Datentechniker [state-certified Electronics/IT-Engineer] – Graduation in 1996

Knowledge

Programming/Scripting Languages:
Borland Delphi, C++, Visual Basic, HTML, SGML and XML, PHP and MySQL

Operating Systems:
Microsoft Windows, SuSE Linux, Mac OS X

Databases:
Paradox, MS Access, Interbase, Oracle, SQL-Databases

Tools:
Corel Products, Adobe Products (Illustrator/PhotoShop/FrameMaker…), CAD
Software (AutoCAD, SolidWorks, Fusion 360), Microsoft Office, Broadvision
Quicksilver, QuarkExpress, Across, SDL Trados, SDL Worldserver, DejaVu

Project software:
MS Project

Languages:
German (native), English (fluent), French (basic)

Translation Fields (Experienced):
Packaging Machines, Machine Industry in General, Pharmaceutical Industry, Risk
Analysis', Validation Papers, Hardware & Software, Electric and Electronic, Power, IT
in general, Technical and Scientific Text (Engineering), Political, Tourism

References

Reference from my employers and clients may be available upon request.