

# Angelika Haaf

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Dynamic localization specialist with over 20 years experience of technical translation, review, information management and training. Gained extensive knowledge of the localization, information and cultural needs of various organisations, as well as strong IT skills, extensive knowledge of CAT tools, and excellent communication and administration skills.

## **Professional Experience**

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|-----------------------|---|
| <b>2005 – present</b> | <b>Language and Information Specialist</b> , Wexford, Ireland <ul style="list-style-type: none"><li>• Localization, review and QA of Software, Documentation and Help</li><li>• Project management and administration</li></ul>   |
| <b>2003 – 2004</b>    | <b>Localization Consultant</b> , Siemens SpA, Genoa, Italy <ul style="list-style-type: none"><li>• Evaluated and advised on the introduction of new translation software for the documentation department and conducted relevant research</li><li>• Introduced linguistic guidelines and style guides</li><li>• Performed review of documentation and software</li></ul>  |
| <b>2003 – 2003</b>    | <b>Senior German Translator</b> , SDL International, Bray, Ireland <ul style="list-style-type: none"><li>• Localized Software, Help, Documentation and technical material</li><li>• Reviewed translated material and performed LSO (Language Sign-Off)</li><li>• Provided support and training for CAT tools (Trados)</li></ul>   |
| <b>2000 – 2003</b>    | <b>Language Evaluation Specialist</b> , Transware, Dublin, Ireland <ul style="list-style-type: none"><li>• Established the language evaluation process for new localization projects</li><li>• Conducted research with regard to technical, cultural and linguistic issues</li><li>• Provided training and support for translation software and evaluated new software</li><li>• Managed the linguistic information resources of the company</li><li>• Provided cultural and linguistic training and gave presentations for new staff and management</li><li>• Outsourced and managed language evaluation projects to vendors</li></ul> |
| <b>1999</b>           | <b>Administrator</b> , Pearse Trust, Dublin, Ireland  |
| <b>1999</b>           | <b>Freelance Localization Specialist</b> , Dublin, Ireland <ul style="list-style-type: none"><li>• Localization, review and QA of Software, Documentation and Help</li><li>• Project management and administration</li><li>• Consecutive interpreting for business meetings</li></ul>   |
| <b>1997 – 1998</b>    | <b>Regional Coordinator/Office Manager</b> , Patent Attorneys Viering, Jentschura & Partners, Singapore <ul style="list-style-type: none"><li>• Managed the Singapore branch office</li><li>• Provided PA support for resident partners</li><li>• Consecutive interpreting at business meetings</li><li>• Translated technical specifications, legal material and correspondence</li><li>• Handled patent and trademark applications and monitored deadlines</li></ul>  |
| <b>1996</b>           | <b>Gap Year / Freelance Language Specialist</b>   |

- Localized technical documentation, patent specifications, legal, business-related and general documentation
- Consecutive interpreting at meetings and trade fairs
- Managed individual projects incl. scheduling and budgeting

**1989 – 1995**

**Technical Translator**, Patent Attorneys Tiedtke, Bühling, Kinne & Partners, Munich, Germany

- Localized patent specifications, expert opinions and legal documentation
- Managed the workload of the translation department
- Monitored internal and official deadlines

## **IT Skills**

- OS: Windows 7 and 8
- Word Processing: Microsoft Office Pro 2007 and 2010
- CAT Tools:
  - SDL Trados Studio 2014
  - SDL MultiTerm
  - Idiom 9.0
  - Catalyst 10
  - SDL Passolo 2011
  - HyperHub

## **Education & Other Qualifications**

**2011**      **MLIS (Master in Library and Information Studies)**  
University College Dublin

**1998**      **CELI Certificates 2 and 3 for Italian**  
Università per Stranieri di Perugia

**1988**      **State Examination conferring a Diploma in Translation Studies (BA)**  
Sprachen- und Dolmetscher-Institut (SDI) München, Germany  
Languages: English and German / Subjects: Economics and Technology

## **Skills & Achievements**

- Multilingual: German (mother tongue), fluent English, professional Italian
- Strong organizational skills
- Ability to work to tight deadlines
- Project management skills
- Experience in dealing with people at different levels