

## PERSONAL INFORMATION

## Antje Matthäus, BDÜ



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Sex female | Date of birth 27 April 1973 | Nationality German

## WORK EXPERIENCE

September 1998 on

## Freelance translator

Translating, proofreading/revising and copy editing of various text types in the fields:

- **business** (general business communication, newsletters, leaflets, posters and intranet articles on a wide range of topics including safety and other achievements, demonstrations of citizenship, courage, respect and other company values, customer events and feedback, trade shows, IT news, data protection, mergers, acquisitions, divestitures, earnings, organisational changes, appointments, diversity)
- **education** (resolutions, project and conference reports of European education trade unions)
- **ethics & compliance** (company policies on data protection, travel & expenses, export controls and trade sanctions, ethics & compliance, anti-corruption, doing business with third parties, insider trading, privacy, equal employment opportunity and anti-harassment, internal investigations, intercompany transactions, compensation)
- **finance & accounting** (financial statements, management reports and accompanying presentations for employees, descriptions of risk models, accounting manuals, fintech advertorials, property valuation software manuals)
- **HR** (job postings, job descriptions, employment contracts, bonus agreements, recruitment process descriptions, HR systems descriptions for IT purposes, user guides for digital performance management processes, in-house training materials on company policies, ethics & compliance, effective communication, building trust, observing performance and providing feedback, coaching, mentoring, managing conflicts, high performance culture, business metrics, service excellence, continuous improvement, problem solving)
- **HSE** (safety roadmaps, incident reports, training materials)
- **Insurance** (B2B communication, reports for regulators, product presentations)
- **IT** (software manuals, user interfaces, help texts, operating instructions, hardware requirements, product descriptions, IT service processes)
- **lean manufacturing** (newsletters, programme descriptions, training materials and communications on Kaizen, Six Sigma, 3P, 5S)
- **legal** (service agreements, service provider agreements, maintenance agreements, confidentiality agreements, license agreements, share pledge agreements, asset purchase agreements, works agreements, business introducer agreements, asset management mandates, terms and conditions)
- **localization** (websites, apps and tools for collaboration, expense reporting, property valuation, performance management)
- **management** (executive messages to employees and investors)
- **marketing** (product descriptions and promotional website content, Neuromusic)
- **marketing research** (customer, supplier and employee surveys; survey results reports)
- **medical** (reports of medical procedures and treatments for insurance companies, package inserts)
- **public relations** (subtitling of promotional videos and executive messages, press releases, materials for trade shows, incl. micro websites, posters, brochures, etc.)
- **social and political science** (monographs, articles, conference papers, theses, etc., see p. 3)
- **technical** (product brochures, user manuals, company websites, web shop content, catalogues, quality audit reports, failure analyses)

May 2002 - July 2007

## In-house translator

Ernst & Young AG, Mittlerer Pfad 15, D-70499 Stuttgart

- Translating of audit reports, company analyses, contracts, manuals and policies etc. for the Assurance and Advisory Business Services, Tax, Corporate Finance and Legal Departments

Sector Accounting

December 1996 - August 1998

**Student assistant**

Institut für Wirtschaftsforschung, Kleine Märkerstraße 8, D-06108 Halle (Saale),  
<http://www.iwh-halle.de>

- Translating and proofreading of research papers and reports
- Data processing and analysis

**Sector** Economic Research

**EDUCATION AND TRAINING**

1992-1998

**Master's Degree (Diplomanglistin)**

Martin-Luther Universität Halle-Wittenberg, Germany

- English and American literature, history and linguistics
- Business (General Business Administration, Statistics) & Economics (Microeconomics, Economic Policy, Macroeconomics, Monetary Theory & Policy, Theory of Inflation, Monetary Economics, History of Economic Thought)
- Russian literature, history and linguistics
- incl. 2 semesters Business & Economics (Marketing, Global Marketing, Marketing Research, Management & Organizational Behaviour, Professional Selling, Money & Banking, Macroeconomics, International Economics) at Montana State University, USA

**PERSONAL SKILLS**

**Mother tongue**  
**Other languages**

German

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C1	C1	C2
Russian	A1	B1	A1	A1	A2
Dutch	A2	A2	A2	A1	A1

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user  
 Common European Framework of Reference for Languages

**Computer skills**

- proficient user of MemoQ 10.x, SDL 2019, Phrase, XTM, Smartling
- excellent command of Microsoft Office™
- website design and maintenance

**Other relevant skills acquired  
 while working as a translator**

- contact person to collect, research and answer translator queries raised in split or multi-language projects at [tsglobal.de](http://tsglobal.de)
- pre-translation checking of texts and sorting out issues with clients before the start of large or multi-language projects at [tsglobal.de](http://tsglobal.de)
- developed a process for building quality into every step of a translation project to ensure both accuracy and fluency at [tsglobal.de](http://tsglobal.de)
- proofreading, editing, evaluating (Aufbauzertifikat Revision der [BDÜ-Seminarreihe Revisionskompetenz](#): Basismodul Revision, Aufbaumodul Qualitätssicherung und -kontrolle, Aufbaumodul Evaluation)
- post-editing of machine translation
- transcreation
- meticulous research
- linguistic and subject matter competence
- reliable and professional service that provides customer value

## ADDITIONAL INFORMATION

## Projects

Selected translation projects (published)

- Achim Hildebrandt, Eva-Maria Trüdinger, Matthias Sand, Anja Rieker "A Calamitous Connection: Declining Political Trust Amplifies the Negative Effect of Growing Concerns About Democracy on the Acceptance of Anti-Pandemic Policies", *International Journal of Public Opinion Research* (2022)
- Achim Hildebrandt, Sebastian Jäckle, Eva-Maria Trüdinger, Uwe Wagschal "A Matter of Trust: How Political and Social Trust relate to the Acceptance of Covid-19 Policies in Germany", *German Politics* (2022)
- Achim Hildebrandt, Sebastian Jäckle "The shifting class-base of social democratic parties in Western Europe. *European Politics and Societies*" (2021)
- Achim Hildebrandt, Eva-Maria Trüdinger, Sebastian Jäckle, Jonas Löser "Responding to Policy Signals? An Experimental Study on Information about Policy Adoption and Data Retention Policy Support in Germany", *Social Science Quarterly* 102(2), 830-843 (2021)
- Achim Hildebrandt, Eva-Maria Trüdinger "Belonging and exclusion: The dark side of regional identity in Germany", *Comparative European Politics* 19(2), 146-163 (2021)
- Achim Hildebrandt, Sebastian Jäckle "Pervasive Polarization or Partial Convergence? Moral Attitudes of Religious and Secular People at Various Levels of Development", *International Journal of Public Opinion Research*, 2020
- Achim Hildebrandt, Eva-Maria Trüdinger, Dominik Wyss "The Missing Link? Modernization, Tolerance, and Legislation on Homosexuality", *Political Research Quarterly* 72(1), 2019
- Achim Hildebrandt, Eva-Maria Trüdinger, Sebastian Jäckle "Sooner or later: the influence of public opinion and religiosity on the enactment of laws recognizing same-sex unions", *Journal of European Public Policy* 24(8), 2017
- Achim Hildebrandt, Who's in favour? Same-sex union laws in parliament, *Journal of Legislative Studies* 22(3), 2016
- Achim Hildebrandt, Frieder Wolf "How Much of a Sea-Change? Land Policies after the Reforms of Federalism", *German Politics* 25(2), 2016
- Achim Hildebrandt, "What Shapes Abortion Law? – A Global Perspective", *Global Policy* 6(4), 2015
- Achim Hildebrandt, "Christianity, Islam and Modernity. Explaining Prohibitions on Homosexuality in UN Member States", *Political Studies*, 2014
- Achim Hildebrandt, "Routes to Decriminalization: A comparative analysis of the legalization of same-sex sexual acts", in: *Sexualities* 17(1/2), 2014
- Sophia Schubert, "On the Assessment of 'Civilizations' in Political Culture Research. Criticism and Alternative", in *Comparative Sociology*, Volume 13, Issue 5, 2014
- several articles in „Spirale der Zeit“, *Schriften aus dem Haus der Frauengeschichte* (ISSN: 1864-5275), Verlag Barbara Budrich, 2007-2010
- Almut Lanz "Friedrich Hoffmann: Concordance Between Medical Theory and Practice" in Jürgen Helm and Renate Wilson (eds.) "Medical Theory and Therapeutic Practice in the Eighteenth Century" (2008), (ISBN: 978-3-515-08889-3)
- Angelika Vetter "Local Politics: A Resource for Democracy in Western Europe" (2007) (ISBN: 978-0739120200)
- Birgit Pfau-Effinger "Development of Culture, Welfare States and Women's Employment in Europe" (2004) (ISBN: 978-0754616931)

## Memberships

- Member of Bundesverband der Dolmetscher und Übersetzer e.V.
- Member of the ProZ.com Certified PRO Network  
<http://www.proz.com/translator/102232>