

CURRICULUM VITAE

Last Name Burkart
First Name Jenny
Profession Certified Translator
Nationality Swiss
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Date of Birth 23.08.1979

Education

2001-2005 Zurich University of Applied Sciences Winterthur,
Department Translation (Languages:
German/English/French)
1996-2000 Grammar School, Wettingen (Switzerland)
1991-1996 Secondary School, Nussbaumen (Switzerland)

Work Experience

since 03.01.2006 Five Office Ltd, Management Translations (company
specialising in Medical Translations)
01.11.2005-21.12.2005 Lawyer Mirella Piasini, Zurich (Assistant)
01.04.2005-14-12.2005 Studienkreis Schaffhausen, French private lessons
01.07.2004-31.08.2004 EMI Music Switzerland, Zurich (Telesales)
24.01.2003-26.09.2003
03.01.2001-25.05.2001 Geissmann Kuhn Kern Lawyers, Baden (Assistant)
01.07.2002-22.08.2002 Migros City, Zurich (Sales)

02.08.2001-31.08.2001	Mondaine Watch, Zurich (Switchboard Operator)
01.07.2000-31.08.2000	KPMG, Zurich (Switchboard Operator)

Language Stays

Since 26.09.2007	Further education in Paris (“Medical French“)
01.02.2004-02.06.2004	Erasmus student at the London Metropolitan University, London
25.09.2003-31.01.2004	Erasmus student at the University of Paris-Sorbonne Paris IV, Paris
04.06.2001-01.07.2001	Language School “Media Langues Caraïbes” in Guadeloupe, Caribbean
14.09.2000-16.12.2000	Language School St. Marks College in Perth, Australia

<u>Language Certificates</u>	Certificate of Medical French with mention “Very Good” Certificate of Advanced English TOEFL (Test of English as a Foreign Language)
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Language Skills

German	Mother tongue
English	Fluent in spoken and written
French	Fluent in spoken and written
Italian	Basic knowledge
Spanish	Basic knowledge

Translation Experiences

- Translations in the fields of culture, art, medicine and law
- Management Translations in a company specialising in medical translations, including proofreading, adaptations, etc.

<u>Computer Skills</u>	Word, Excel, Powerpoint, Trados, Outlook, Internet, Winjur
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