

## Curriculum Vitae

**name:** Ulrike Schlack

**date of birth:** 14 June 1978

**marital status:** married, no children

**nationality:** German



### education

1985- 1991	3 <sup>rd</sup> Comprehensive School Torgau	
09/1991- 07/1997	Grammar School Torgau	A-level (Abitur) (university entrance certificate) language profile: English, German, Latin
10/1997 07/2003	Leipzig University Leipzig	Magister Artium in Japanese Studies (“Good“) subordinate subjects: English Studies, Business Administration

### internships

03-07/2000	German National Tourist Office Tokyo	Internship: customer relations, etc.
05/2001	German Travel Week, Tokyo	Booth representative for the City of Leipzig
06/2002- 09/2002	Unilever Deutschland: Langnese-Iglo-GmbH, Heppenheim	Project planning concerning health management, assisting in the kaizen-plant-visits
09/2002 & 10/2006	Tour conductor and guide for a Japanese tourist group in Germany	

## **work experiences**

**08/2003 – 08/2006**

Townhall Ishibashi-machi,  
Tochigi-ken, Japan

### **Coordinator for International Relations (JET-Programme)**

Sistercity relations, translating & interpreting (Japanese-English-German), English conversation classes, German language courses, school visits, aerobics classes, organizing and carrying through events as well as delegation visits to Germany and in Japan

**09/2006 – 03/2007**

SMC Pneumatik, Egelsbach  
Germany

### **Interpreter and assistant, Production Management**

Technical interpreting in conferences, meetings and trainings, communication with the Japanese Headquarter, translations of technical training material, assistance of the production management, intercultural training for employees

**08/2007 – 06/2009**

Townhall Shimotsuke-shi,  
Tochigi-ken, Japan

### **Coordinator for International Relations (private contract)**

sole responsibility and independence in leading and organising the above mentioned tasks

**09/2009-08/2011**

Honorary Consulate of Japan, Stuttgart  
affiliated to LBBW, Stuttgart  
&

**01/20012-07/2012**

affiliated to Trumpf GmbH & Co KG,  
Ditzingen

### **Assistant Consulate, part time**

Consular tasks, advisory service concerning visas, communication between Japanese associations, promotion of cultural and economic events, representation of the Honorary Consulate at schools and Japan related associations

**Since 09/2011**

**Selfemployed**

(08/2009-08/2011  
avocational)

### **Owner of “Key to Japan”**

Translating/ interpreting (Japanese – German, business level), consulting for private persons concerning Japan and Japanese, lecturer for intercultural issues at the University Stuttgart and German teacher at Hohenheim University, lecturer for Japanese lessons at adult education centres,  
tour guide for Stuttgart Marketing GmbH  
(German-English-Japanese)

**Since 09/2012**

**Bonn University, Department of  
Japanese and Korean Studies**

**Research Assistant**

Assisting and supporting  
in project and field work

**competencies**

language skills:

German (mother tongue)  
fluent Japanese and English  
(written and spoken)

computer skills:

excellent abilities at MS-Office applications  
and the internet, user and owner of SDL-Trados

others:

organizing and carrying through projects of the  
Wirtschaftsjunioren Stuttgart (JCI) and German-  
Japanese-Associations

coordination and guidance of Japanese journalists and  
tourists, interpreting tours and conferences in Japan  
and Germany

certified tourist guide of the City of Stuttgart

licence as an aerobics instructor

clean driving licence A, B, C1

**membership & awards**

German-Japanese Association  
Baden-Württemberg e.V.

Japanese Club Stuttgart e.V.

Junior Chamber (JC) Baden-Württemberg e.V.,  
awarded with the JAM Award in 04/2012

**interests:**

fitness, aerobics, Kyudo (2<sup>nd</sup> Dan), travelling

Bonn, 10<sup>th</sup> of April 2013