Cathrin CORDES

Translator of English into German

MA Legal Translation, Dip Trans IOL, MCIL, German Degree in Economics (Dipl.-Volkswirtin)

**London** **& Berlin**

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# PROFILE

* Qualified Translator (English into German, mother tongue) with strong stylistic skills
* Specialisations: Law, EU, journalistic texts, education, financial, retail, marketing
* Employment history in Germany as well as in the UK. Extensive copy-writing experience in Germany before becoming a translator in the UK.
* “Live knowledge” of both languages due to ongoing exposure to both cultures & bi-lingual environment
* Translation Software: SDL Trados 2016 Studio

# RELEVANT CAREER HISTORY

* Freelance translations & editorial work English into German, 2005 – present

EU and legal translations for British government (HMRC), business reports & company publications (Robeco Fund, Ariba Germany), technical (Alcoa) marketing (World Hotels, Adidas, Nike), Technical (Alcoa), education (EU, EF, BT Expedite), retail (Primark, Next), press releases (PR Newswire, Harvard Business Manager, EU publications), journalistic texts (Stern), travel & tourism (Harry Potter World, Geoparks, Morris Visitor Publications), legal documents for a variety of clients.

* Director of German Saturday School Ltd., London, 1999 - present

Management of two non-profit supplementary schools for bilingual children in North and East London (Islington and Hackney Wick) (p/t).

* Bi-lingual trainer for BT Expedite & Primark, Birmingham & Germany, 2009 - 2014

Trained as a BT sales system coach in English in UK. Delivered trainings in German to new employees during opening phase of new Primark locations in Germany and go-live-support at store openings throughout Germany. Translation of training materials.

* Freelance work for Women Like US (career coaching & recruitment), London, 2007 – 2009

Workshop & funding support, contracts administration (p/t).

* Economist at German Railways, Frankfurt, Germany, 1992 - 1996

Marketing Department and CEO office, speech writing and general correspondence for CEO and other board members, internal strategy papers, corporate identity publications.

* Management Trainee at Hamburg Chamber of Commerce, 1990 – 1991

Internal communication (newsletters, speech writing, articles for Chamber magazine), business evaluations, research projects, drafting of Chamber publications.

**EDUCATION AND QUALIFICATIONS**

City University, London MA Legal Translation Sept 2010 - Jan 2013

Institute of Linguists, London Diploma in Translation Jan 2005

English/German

German Masters Degree in Economics (Technical University of Karlsruhe, Germany) with an additional Degree in Vocational Education,

German “Abitur” (equivalent to A-Levels) and US American High School Diploma

References available upon request.