

Niels Nielsen

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German into English Translator (ATA-Certified)

Research, Writing, and Editing in Business and Academic Environments

SUMMARY OF QUALIFICATIONS

- Linguistic competence in spoken and written English, German, and Russian.
- Experience living and doing business in Berlin, Moscow and Washington, D.C.
- Ability to quickly and accurately translate literary and business documents.
- Excellent organizational, communication, and administrative skills.
- Created my own Google Web site to promote my translation services.

PROFESSIONAL EXPERIENCE

NBN-Translations Lafayette, CA

***Freelance German to English Translator* 2008 to present**

Translation projects from individual clients and translation agencies include:

Office Lease Agreements
Oil Delivery Contracts
Divorce Decrees
Testaments & Wills
Driver's License Documentation

Luggage Marketing Copy
Corporate Executive Biography
Nursing Curriculum and Transcripts
Theological and Academic Texts

Adecco Staffing & The Job Shop San Francisco, CA

***Associate* 2004 - 2010**

- Handled broad spectrum of short-term and long-term projects for Charles Schwab in Global Operations, Restricted Stock, Office of Corporate Counsel, and Vendor Management.
- Projects included collecting and entering data to document non-US persons; handling highly sensitive stock option declarations for high profile clients; transferring confidential client information from microfilm to the printed page.
- Interacted with German and Russian speaking clients here and abroad.

Bank of the West Walnut Creek, CA

***Customer Service Representative* 2000 - 2003**

- Provided administrative support to 40+ customer service professionals.
- Produced Excel spreadsheets to analyze variety of data, including productivity.
- Provided excellent customer service on the phone and in person under highly stressful circumstances.

Die Brandenburgs & HTP Concept Berlin, Germany

***Freelance Copy Editor and Translator* 1999 - 2000**

- Translated, edited and proofread English-language presentations to win profitable Sony food service contracts.
- Translated, edited and proofread interviews with German business people for market research projects.
- Designed and wrote programs for European Automobile Manufacturers Association (ACEA) events in Berlin.

**Interperiodica Publishing House
Moscow, Russia**

Language Editor
1998 - 1999

- Oversaw readability of language and overall adherence to style guide by such publications as Polymer Science, Colloid Journal, Agricultural Chemistry, and Petrology of the Russian Academy of Sciences.
- Met with scientific translators of varying linguistic abilities to improve the written quality of individual articles and publications overall.

**National Association of Foreign Service Advisors (NAFSA)
Washington, D.C.**

Program Assistant
1997

- Following collapse of Soviet Union, assisted in tracking down and collecting data on 700 Russian students who received grants to pursue advanced professional degrees in the United States and return to Russia to help build intellectual infrastructure.

**Thomas J. Payne Market Development
Washington, D.C.**

Research Assistant
1997

- Conducted store surveys and telephone interviews, and conducted library research on various food and agricultural products.

RELEVANT EXPERIENCE

Prior to 1997, Internships:

Developing German and Russian grammar and vocabulary exercises at American University Language Resource Center in Washington, D.C.

Teaching conversational English to Latvian high school students as well as teaching adult classes in English and German in Piltene, Latvia.

Translating market research reports from Russian into English and writing articles for German trade journals for Thomas Payne Market Development in Burlingame, CA.

Researched, wrote, revised, and made digital photographs for three German-language Wikipedia articles.

[http://de.wikipedia.org/wiki/St.-Matthäus-Kirche_\(San_Francisco\)](http://de.wikipedia.org/wiki/St.-Matthäus-Kirche_(San_Francisco))

http://de.wikipedia.org/wiki/Albert_Kuner

http://de.wikipedia.org/wiki/Helene_Strybing

Serve as content editor for a bilingual German / English website (www.stmatthews-sf.org).

Certification

American Translators Association (ATA) Certified German into English Translator (2008)

Professional Memberships

American Translators Association (ATA)

Northern California Translators Association (NCTA)

German American Business Association (GABA)

Education

American University, Washington, D.C. M.A., Russian Studies, 1996.

University of California, Davis. B.A., Russian Studies, 1992.

Languages

Native American English, Near Native German, Fluent Russian