

Mark Dowling
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PERSONAL STATEMENT

I am a professional freelance technical translator with 10+ years' experience working from German into English with specialist knowledge in the fields of automotive engineering, IT and many other technical areas. Efficient project management, fluency in German, in-depth knowledge of engineering and excellent writing and copy-editing skills in English have been the key to my success over the years. I am also a skilled web designer/developer with 3+ years of experience in the areas of HTML5/CSS3, JavaScript and PHP.

KEY SKILLS & PROFOUND KNOWLEDGE

Translation and copy-editing skills:

- Reading through original material in German and rewriting it in English
- Researching technical and scientific phraseology to find the correct translation
- Retaining and developing specialist knowledge on specialist areas of translation
- Copy-editing and proofreading to ensure that material is clear and consistent, complete and credible, and that the text is well written, grammatically correct and accessible
- Encouraging and acting upon critical feedback in the most appropriate manner
- Maintaining awareness of new words or phrases coming into popular usage

Project Management skills:

- Managing translation and media production projects effectively.
- Building and maintaining relationships of trust with key client personnel.
- Able to react flexibly, manage effectively and mitigate risk at every stage.
- Accurately track activities against detailed project plans.
- Able to effectively manage project profitability, capital employed and cash flow.

EMPLOYMENT

Technical Translator

DOETS Dowling's Oxford English Translation Service

January 2014 – Present, Guildford, England

- I am a freelance translator for the language combination German > English and specialize in the sectors of automotive engineering and information technology, in addition to those of agricultural machinery, machine tools, renewable energy, power generation and domestic appliances.

Senior Technical Translator

STAR UK Limited

August 2007 – December 2013, Woking, England

- In 2007, I moved to the UK and began working as a technical translator at this very busy Swiss-owned translation agency with highly respected German clients such as Bosch, Siemens, BMW, VW, Mercedes, Skoda, Claas, Kverneland, Amazone, Franz Kleine, Gaggenau, Voltwerk, Conergy, Manroland, Putzmeister, etc.
- I built up my translation speed from an initial 2000 words/day to 2700. As a means of ensuring quality, I used my copy-editing skills on a daily basis to carry out peer reviews within the German translation team. At Star I rose to become Senior Technical Translator and my extensive work on automotive specifications for BMW was highly commended.
- Moreover, I developed a flexible project management style in order to meet the required daily deadlines of multiple projects. This along with my expertise in correctly using the appropriate terminology and style guides for each customer were skills I employed to achieve and excel at satisfying customers even when working under pressure.
- My areas of expertise as a technical translator include automotive engineering, agricultural machinery, machine tools, renewable energy, power generation and domestic appliances.

Technical Translator

ProLogos Sprachendienste GmbH, Taschen Verlag, P&P Verlag

June 2005 – August 2007, Cologne, Germany

- I worked as a full-time in-house translator for the language combination German > English in the fields of aerospace, automotive, software, pharmaceuticals and banking sectors. I quickly developed into a professional translator of all manner of technical texts, including software localization and marketing materials.

Digital Media Designer

Designomatic Media (owner)

September 2001 – May 2005 Cologne, Germany

- I started my own business providing graphic and web design services to local businesses and agencies in the Cologne area. Among other things, this included regular freelance DTP work at the translation agency tsd Technik-Sprachendienst GmbH and graphic design and editorial work at the marketing agency MWK Zimmermann & Hänel GmbH.
- From July 2002 till September 2003, I studied media design full-time at the InMedia Bildungswerk and underwent a 4-month internship in the graphics department at Framfab Deutschland (a web agency).

Online Producer

Verlagsgruppe Handelsblatt

April 2000 – August 2001, Cologne, Germany

- I managed and produced content for the English language mirror website of the Handelsblatt-Online financial news service GermanHot100 (GH100) which maintained a list of the top pre-IPO German start-up companies operating within the New Economy (Neuer Markt) in the sectors of biotechnology, telecommunications, information technology and multimedia.

IT Support Helpdesk

General Electric IT Solutions

April 1999 – March 2000, Cologne, Germany

- As part of the UK Helpdesk at GE Compunet (later General Electric IT Solutions), I provided 1st and 2nd level IT support to British companies. Careful planning for the transition to the year 2000 was critical and exhilarating at the same time, due to the fear of the millennium bug.

Business English Instructor

German Bundestag

July 1997 – March 1999, Bonn and Cologne

- I organised and taught weekly English courses in the German Bundestag's English Language Programme to the Members of Parliament when the Bundestag had sitting weeks, as well as summer intensive courses during weeks when parliament was not sitting. In April 1999, the Bundestag moved to Berlin, whereupon I decided to remain living and working in Cologne.

FREELANCE PROJECT WORK**Online Editor for Employee Communications at Bayer AG (2006)**

- This 5-month freelance stopgap position introduced me to corporate communications at the Bayer AG headquarters where I was responsible for producing news stories for the Bayer News Channel using Bayer's global network. The freelance contract was organised through my then employer Prologos.

Copy-editor at Taschen Verlag (2006-2007)

- I worked as a freelance copy-editor for graphic and web design books, including Graphic

Design Now!, Illustration Now!, Brand Identity Now!, Advertising Now!, Package Design Now! Logo Design Now! and wrote material about M.C. Escher for publication in an art book.

Journalist at P&P Verlag (2006-2007)

- I worked as a freelance journalist/features writer with my own "Knowledge Section" in Rhine Magazine, an English-language expat magazine for the Rhineland.

Translator at Haarmann Hemmelrath Management Consultants (2003-2004)

- I worked as a freelance translator writing business plans for start-up companies which were spun off by the Fraunhofer Society such as Com.meD, Smartphone Inc, and others.

Translator at WA Verlag and SergesMedien (1998-1999)

- I worked as a freelance translator on projects ranging from book translation (300-page World Atlas, children's books) and language learning multimedia CD-Roms through to advertising copy for "eppi" trade magazine for the promotional products industry.

CERTIFICATIONS

InMedia Bildungswerk GmbH, Media Design Certificate

July 2002 – July 2003 (fulltime for 1 year) Cologne, Germany

Basic Module Digital Media Preparation (300 hours):

- MacOS and Windows NT Operating Systems, Image I - Photoshop (basics), Internet basics, HTML/CSS

Advanced Modules (6 courses x 150 hours each):

- Image II - Photoshop (advanced), Graphics II (non-print) Flash, Layout (print) - QuarkXPress, Layout II (non-print) GoLive, Economics - Business Studies, Project Management and Presentation

ACADEMIC QUALIFICATIONS

University of Ottawa, Bachelor of Arts (B.A. General)

July 1989 – June 1991 (3 years) Ottawa, Canada

- Modern Languages (German and French) and business administration