

Matthew Held, EMBA

433 Linton Hill Rd.
Newtown, PA 18940
matt@mh-transconsult.com
mobile/text: (215) 500-3501

EXPERIENCED FREELANCE TRANSLATOR, German > English – Full-time since 2001

- Mechanical engineering
- Finance and business
- Legal
- Marketing texts
- Technical documentation
- Articles, brochures, press information

PROFESSIONAL EXPERIENCE

MH TransConsult, LLC, *Principal* 2009-present

- Translation Services (German<>English):
 - Professional, expert translation of marketing texts, technical documentation, legal and business agreements.
 - Large client base in Germany and the United States
 - Daily use of German as primary language of communication and correspondence
 - Project management of large translation assignments involving multiple translators
 - Customer and partner references available
- US Market-Entry Services
 - Partner to German firms seeking representation in the American market
 - Mediated partnership agreements between German software firm and American partners
 - Contract negotiations in German and English
 - Arranged and executed meetings between German clients and potential American partners.
 - Extensive reporting to clients in the German language.
 - References available

Temple University, School of Engineering (anticipated Fall 2016) Adjunct Instructor ENGR 2196, Technical Writing for Engineers

Philly Enterprise Software meetup (PES) networking group *Founder/Organizer* 2012-present

- Founded PES as a regional forum for professionals in the Enterprise Software industry
- Organized and executed more than 10 events, independently and in collaboration with regional software firms
- Grew membership to more than 120 qualified members
- Qualified and engaged three co-organizers
- Secured event venues and sponsors
- Group may be viewed at meetup.com

Bloomberg, L.P., *Equities Analyst*, Contract position 2015-2016

- Analyzed German-language financial statements and annual reports
- Identified financial charges
- Processed German financial data for inclusion in Bloomberg terminal
- Created unique spreadsheet-based tools used by other analysts
- References available upon request

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PROFESSIONAL EXPERIENCE (continued)

Varsal Instruments, Inc., *Product Manager* 1999-2001

- Built bulk chemical customer base in Germany and the United States from zero
- Optimized sales cycle from cold calls to contract closure and delivery (Germany, Belgium, United States)
- Implemented CRM to improve effectiveness of sales organization
- Awarded "Best Idea" bonus
- Established logistical network for bulk chemical shipments from China or United States to Rotterdam port and German customers.
- Arranged and managed customer visits with company president in Germany, the Netherlands, and Belgium
- Established Varsal as supplier with major buyers in Europe
- Handled quality issues at European customers
- Reference: Pingxin Wang, President of Varsal

Julabo USA, Inc. (parent Julabo GmbH of Seelbach), *Application Engineer* 1997-1999

- Key player in Julabo's American subsidiary
- Functioned as interpreter during establishment of production facilities in United States
- Communicated with German colleagues exclusively in German
- Served as key intermediary between German parent company and US subsidiary
- Established rules and procedures in Julabo sales department
- Prepared product training materials for new hires
- Wrote original press releases for publication in the United States
- Translated product documentation, operating instructions, and internal memos
- References: Ralph Juchheim, President of Julabo USA and others upon request

Sparkasse Marburg-Biedenkopf in Marburg/Lahn *Customer Service Intern* August 1996

- Selected as intern from group of American exchange students
- Served customers using the German language exclusively

EDUCATION

- Executive MBA, Class of 2010 Temple University
 - Dean's List
 - Honor's Society
- B.S. Business Finance, 1995 Millersville University
- Philipps Universität Marburg, Germany 1995-1996 exchange student

LANGUAGE AND OTHER SPECIAL SKILLS

- Outstanding verbal and written communication in English (native) and German (high professional fluency in writing and speech, daily use in current business)
- Working knowledge of Polish
- Comfort and proficiency addressing groups and managing events, as evidenced by founding and growth of networking group.
- Extensive experience with business travel in Germany
- Advanced knowledge of business and economics in English and German.

PERSONAL INTERESTS

- High priority on personal fitness, including long-distance cycling
- Modern German literature
- German history, with special focus on Battle of the Atlantic
- Cooking and baking

Additional or more detailed information gladly furnished upon request.