

SUSANNE JASPER

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BILINGUAL TRANSLATOR & COMMUNICATIONS SPECIALIST

Challenging English-to-German and German-to-English translation, localization, and transcreation projects as well as content writing with the opportunity to utilize my knowledge, skills, and talents in accurate and authentic translation and localization as well as effective content writing to facilitate company's communication while contributing to its profitability, growth, and reputation. Able and willing to travel domestically and internationally.

CAREER SUMMARY & PROFILE

Bilingual German and English. Native German speaker with excellent command of English, experienced in generating accurate translations that are authentic and culturally appropriate in the target language. **ATA-certified translator for German to English**. In addition to experience with **translating and localizing general** texts, experience with translations in the following areas & industries: **marketing, sales, corporate communication, investment management, and aircraft seat manufacturing**. Effective **writer** in both languages. **Driven communications specialist** whose strengths in strategic communication, in-depth knowledge of German and US-American cultures, and bilingual German and English skills have increased international company's visibility as well as effectiveness in communicating internally and externally. **Excellent analytical skills**, with the ability to research and process information in a diligent and relevant manner. **Highly motivated, resourceful, and organized self-starter**, able and used to perform under pressure and tight deadlines. Ability to travel domestically and internationally.

Areas of Expertise Include:

◆ Creative Writing German, English	◆ Corporate Communication	◆ Marketing & Marketing Communications
◆ Translations/ Localization/ Transcreations German, English	◆ Web Content Management	◆ Presentations
◆ Proofreading and Editing German, English	◆ Cross-Cultural Collaboration, multi-national teams	◆ MS Word, Excel, Power Point; Adobe InDesign; Contao; Wordpress SDL Trados Studio 2017

PROFESSIONAL EXPERIENCE

Founder of A Pond Apart, LLC, Language & Communication Services, Fort Worth, Texas July 2017 – present

- Translations from German into English and English into German.
- Localization and transcreation of German content for U.S. market and vice versa.
- Content writing in German and English.
- Proofreading and editing of German and English texts.

Corporate Communications Specialist, RECARO Aircraft Seating, Fort Worth, Texas October 2014 – July 2017

- Wrote, edited, proofread, translated, and localized texts for marketing materials, customer correspondence, advertisements, press releases, presentations, and other internal & external communication in English and German. Ensured that information and messaging in communications was accurate, consistent, authentic, and culturally appropriate in both languages.
- Responsible for company newsletter in English and German for all international locations.
- Headed team of writers for intranet content.
- Raised awareness of cultural differences in global teams and assisted in improving their communication and collaboration. Planned and organized intercultural workshops for executive team, management team, and other staff.
- Administrated and updated content of company website.

- Contacted media for publicity. Facilitated journalists' visits and work such as interviews, tours, and filming on-site.
- Composed summaries and briefings for CEO in preparation of media interviews.
- Created presentations in German and English.
- Developed and implemented strategy for communication of new policies and other relevant messages internally.
- Ensured that brand core message and corporate design guidelines were adhered to in all communications.
- Coordinated and collaborated with PR agency for preparation and publication of press releases.
- Tracked social media and reported relevant content to stakeholders (executive team, HR, Business Excellence team).
- Stayed abreast of relevant industry news and informed stakeholders of relevant news.

Freelance Translator (German-English/English-German), Wrightstown, NJ & Ft. Worth, TX October 2011 to present

- Translate and/or localize documents such as marketing collateral, business presentations, business plans, websites, and articles.

ACCOMPLISHMENTS & RESULTS

- Accurate and authentic translations and localization have regularly facilitated excellent communication and contributed to professional image of clients on the inside and outside.
- Creation of newsletter for different company sites as means of effective internal communication.
- Creation of copy for marketing collateral has improved visibility of products/services and work of sales team.
- Media work resulted in beneficial centerpiece article about company in regional media and industry blog article as well as in radio interview.

EDUCATION & MEMBERSHIP

- **Juris Doctor (JD),** Bayerische-Julius-Maximilians Universität Würzburg, School of Law, Germany, 2001
- **ATA-certified translator for German into English**
- **Member of ATA (American Translators Association)**
- **Member of ProZ**