

Monika Gregan · 212 Moor Lane · Cranham, Upminster · RM14 1HQ · (tel/fax) + 44 1708 226405 ·  
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*Monika Gregan/Boenisch*

*Freelance Translator (German Native), English into German*

*In addition, bilingual business work experiences both, UK, Germany*

**Working fields of specialization:**

**Cosmetic/Beauty**

Business/Commerce/Finance (general)

Engineering/Technical

Marketing & Communications

Medical (general/International Private Clinics)

Fashion & Apparel

Other

**Categories of interest, specializing in:**

Legal (general); Contract Law; Real Estate; Family Law;

Tourism/ travel

Healthcare/Welfare; Fitness/Nutrition/Lifestyle

Psychology (general)

Philosophy/ Philanthropy

Official documents, Credentials

Literature/ Art

Financial markets

**Qualifications/Accreditations:**

Degree in Business studies (Germany, University Rostock)

Certificate Institute of Linguists Educational Trust Diploma in Translation-Preparation Course,

Module 3: English into German (Sept. – Dec. 2022), City University London, UK

Cambridge ESOL-Academic Certificate (International English Language Test), Aston University, UK

BCS-Certificate-ECDL Extra, ITQ-Level 2

**Software**

SDL Trados Studio 2011, MS Office 2010, Adobe Reader X, Abbyy Finereader 6.0 Sprint

**Current relevant activities:**

Associate member of the German Organisation [www.Geschichtswerkstatt-Saalekreis.de](http://www.Geschichtswerkstatt-Saalekreis.de) and the EU-

wide politically culture-historical German Art project [www.stolpersteine.com](http://www.stolpersteine.com)

(World War II memorial campaign) – Voluntarily contributing to research activities in the UK.

Translating of related documents and websites, Copyright licences, Archive documents, publications on the history of the Channel Islands, parts of the book: „The Occupation of the Channel Islands” (Historian: D. Paul Sanders) E>G

Continuing Professional Training – various training courses and tutorials, virtual conferences with the ITI and ProZ.com towards specialisation and on translation technology tools:

CPD courses: SDL TRADOS Studio 2011, Contract Law, English Legal System, Family Law, Reading and understanding the language of legal correspondence, Property and Intellectual Property Law

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**Relevant bilingual work experience in the UK, Germany and abroad:**

- 2010/11 EUROPA Communications Ltd., UK – Contractor, project based –Sales/ Marketing campaigns in Germany – high profile clients (i.e. .IT, Media, TV, Aviation industry etc.)  
Translating of company websites, promotional materials, product information, Marketing documentations, briefings, business correspondence, Client database updates
- 2006 – 2009 B2B Coffee Business ‘Espresso Essential West Midlands’ – PA to the owner, Sales/Marketing, CRM/Customer Service, West Midlands and Germany  
Translating of Franchise agreements, Sales contracts, Lease-Purchase Agreements, promotional materials, business correspondence
- 2005 Private ‘Hale’ Clinic London Westminster – administrative Management assistant,  
Translating of patient registration forms, patient letters, medical questionnaires, Therapy and treatment information leaflets, patients advisory service
- 2005 Pharmacy, Beauty and Cosmetics Consultant and Sales- Germany  
Translating user guides, product descriptions
- 2004/05 Further education at ASCI Berlin –‘International business cooperation within the EU’ (including internship in London), Berlin, Germany
- 2002/2003 International Private ‘MEO’ Clinic Berlin – high profile clients (i.e. Ambassadors) Administrative Management assistant/Customer advisory/ Reception and Guest Relation Management, Berlin, Germany  
Translating of patient registration forms, Anesthesia questionnaires/documents, medical surgical consent forms, patient letters, and other medical procedure related documents and information, medical questionnaires, patient’s advisory service
- 1999 – 2002 Import/Wholesales ‘Naturstein Baustoffhandel Koehnken GmbH, Rostock (Natural building materials) – Suppliers and customers coordinator/Business development Rostock, Germany  
Purchase Agreements, Sales contracts, Enquiries, Quotes, product information, promotional materials, Freight and Logistic papers
- ...1999 Retail/Clothing Store Management – exclusive fashion, high quality brands, Incl. building and managing own business (7 years) – turnover of € 1.5 million pa. Wismar, Rostock, Berlin, Germany  
Editing articles on fashion trends in the local newspaper, Customer advisory service

**Professional Memberships:**

- 2012 Assoc. member Institute of Translators/Interpreters ( number: 11518)  
2011 Membership with ProZ.com