



## Europass Curriculum Vitae

### Personal information

First name(s) / Surname(s)	<b>Martina Kölling</b>		
Address(es)	Platanenstr. 113, D-13156 Berlin, Germany		
Telephone(s)	+49-30-47497389	Mobile:	+49-173-2015565
Fax(es)			
E-mail	martina.koelling@hotmail.com		
Nationality	Czech, German		
Date of birth	2.3.71		
Gender	female		

### Occupational field **Senior translator – Czech / German**

#### Work experience

Dates	Since September 1995
Occupation or position held	Senior Translator – German / Czech / Slovak / English (occasionally) (technical documentation and general topics)
Main activities and responsibilities	<ul style="list-style-type: none"><li>• Translation of technical documentation in various fields using CAT tools (Trados 2007, Transit NXT, Across....)</li><li>• Translation of economic and marketing texts</li><li>• Creation of terminology</li><li>• Editing</li><li>• Appraisal of sample translations</li><li>• Managerial and co-ordination duties</li><li>• Film subtitling and dubbing</li></ul>
Name and address of employer	euroscript Deutschland GmbH, Alt Moabit 91, D-10559 Berlin, Germany
Type of business or sector	Translation

### Education and training

Dates	September 1994 – September 2000
Title of qualification awarded	<b>Translator / Interpreter (intermediate exam)</b>
Principal subjects/occupational skills covered	<ul style="list-style-type: none"><li>• Czech</li><li>• German</li><li>• Russian</li></ul>
Name and type of organisation providing education and training	Humboldt University Berlin
Dates	2000 / 2001
Title of qualification awarded	<b>Certified IHK Berlin tourist guide (German / Czech)</b>
Name and type of organisation providing education and training	IHK Berlin (Chamber of Industry and Commerce)
Dates	September 1989 - May 1993
Title of qualification awarded	<b>Diploma (Magister)</b> , Specialisation: <b>Teaching / Art</b> including state examination certificate

Principal subjects/occupational skills covered	<ul style="list-style-type: none"><li>• Czech</li><li>• Didactics</li><li>• Pedagogics</li><li>• Psychology</li><li>• Art</li></ul>																																																																						
Name and type of organisation providing education and training	South Bohemian University of České Budějovice (Budweis), Czech Republic Department of Education																																																																						
Dates	September 1985 – June 1989																																																																						
Title of qualification awarded	A-levels (Abitur)																																																																						
Principal subjects/occupational skills covered	Czech, Russian, mathematics, history																																																																						
Name and type of organisation providing education and training	Strakonice Grammar School, Czech Republic																																																																						
<b>Personal skills and competences</b>																																																																							
Mother tongue(s)	<b>Czech</b>																																																																						
Other language(s)																																																																							
Self-assessment																																																																							
European level (*)																																																																							
<b>German</b>																																																																							
<b>English</b>																																																																							
<b>Spanish</b>																																																																							
<b>Slovak</b>																																																																							
<b>Russian</b>																																																																							
	<table><tr><th colspan="4">Understanding</th><th colspan="4">Speaking</th><th colspan="2">Writing</th></tr><tr><th colspan="2">Listening</th><th colspan="2">Reading</th><th colspan="2">Spoken interaction</th><th colspan="2">Spoken production</th><th colspan="2"></th></tr><tr><td></td><td>C2</td><td></td><td>C2</td><td></td><td>C2</td><td></td><td>C2</td><td></td><td>C2</td></tr><tr><td></td><td>B2</td><td></td><td>B2</td><td></td><td>B2</td><td></td><td>B2</td><td></td><td>B2</td></tr><tr><td></td><td>B2</td><td></td><td>B2</td><td></td><td>B2</td><td></td><td>B2</td><td></td><td>B2</td></tr><tr><td></td><td>C1</td><td></td><td>C1</td><td></td><td>B1</td><td></td><td>B1</td><td></td><td>B1</td></tr><tr><td></td><td>B1</td><td></td><td>B1</td><td></td><td>B1</td><td></td><td>B1</td><td></td><td>B1</td></tr></table>	Understanding				Speaking				Writing		Listening		Reading		Spoken interaction		Spoken production					C2		C2		C2		C2		C2		B2		B2		B2		B2		B2		B2		B2		B2		B2		B2		C1		C1		B1		B1		B1		B1		B1		B1		B1		B1
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	B1		B1		B1		B1		B1																																																														
	(*) <a href="#">Common European Framework of Reference for Languages</a>																																																																						
Social skills and competences	<ul style="list-style-type: none"><li>• Ability to easily adapt to an intercultural environment, as experienced during my professional career working with colleagues of various nationalities as well as during my teaching position at the Academia Europea in Santo Domingo, Dominican Republic.</li><li>• Good communication skills, acquired during my teacher's education at university as well as during my advanced education and practical experience as tourist guide</li></ul>																																																																						
Organisational skills and competences	<ul style="list-style-type: none"><li>• Organisational capacity due to professional work (co-ordination of Czech / Slovak language team) and private obligations (family with child)</li><li>• Well-structured work, acquired during university studies and professional work</li><li>• Good time management, acquired during university studies and professional work</li></ul>																																																																						
Technical skills and competences	<ul style="list-style-type: none"><li>• Good overall technical competence due to longstanding experience in translating technical texts and participation in specific client seminars</li></ul>																																																																						
Computer skills and competences	<ul style="list-style-type: none"><li>• Very good knowledge of the CAT tools Trados 2007, Transit NXT and Across (various versions) as well as other client-specific tools (training seminars and use)</li><li>• Good knowledge of Microsoft Office, particularly Word</li><li>• Professional use of the Internet</li></ul>																																																																						
Artistic skills and competences	<ul style="list-style-type: none"><li>• Artistic activities I practice in my leisure time, e.g. painting, drawing, playing guitar, handicrafts</li></ul>																																																																						
Other skills and competences	<ul style="list-style-type: none"><li>• Recreational activities including hiking, cycling, travelling, reading, cooking</li></ul>																																																																						
Driving licence	Category B (passenger car)																																																																						
<b>Annexes</b>	<ul style="list-style-type: none"><li>• University diploma – Czech Republic</li><li>• State examination certificate</li></ul>																																																																						

- Interim appraisal of current employer
- Intermediate examination in German/Czech (Humboldt University)
- Clients' reference letters
- Language diploma in Spanish/English – (advanced) - Academia Europea, Santo Domingo
- Confirmation of teaching German – Academia Europea, Santo Domingo
- Tourist guide certificate (Chamber of Industry and Commerce)