

**Silke Stimming**

Carrera 45 A. No 104-41  
Bogota, Colombia

Cell: 1 (57) 310-570-4936

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Email: [traducciones@stimming.com](mailto:traducciones@stimming.com)

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To Whom It May Concern:

I would like to offer my services as a language interpreter and translator for your organization.

I have over 15 years of experience translating documents and serving as an interpreter for companies engaged in international business. I also have extensive experience teaching English-as-a-second language to business professionals.

I was raised in a German household in Colombia, where I attended a Swiss private school. After graduation, I studied in Canada, Germany, and France to strengthen my language skills. As a result, I am fluent in written and spoken Spanish, English, German, and French. While abroad, I had the opportunity to interact with a variety of individuals from various cultures and backgrounds, further improving my skills working in cross-functional and culturally diverse environments.

As a result of my qualifications, I am confident that I will exceed your expectations as a translator or interpreter for you or your company.

I look forward to the opportunity to further discuss my qualifications with you and I thank you in advance for your time and consideration.

Regards,

Silke Stimming

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## **Languages Proficiency**

- Native Spanish
- Written and oral fluency in English, German and French

## **Education and Training**

- **BA Business Administration**  
E.C.O.T.E.T, Bogotá, Colombia  
Completed in 1997
- **Obere Mittelstufe** (German Training)  
LGS -Sprachkurse  
Freiburg, Germany  
Completed in 1995
- **Niveau Avance** (French Training)  
Centre International d'Etude de Langues  
Strasbourg, France  
Completed in 1994
- **Upper Advanced 2 Level** (English Training)  
The Language Workshop  
Toronto, Canada  
Completed in 1993
- **High School Diploma** (German Training)  
Helvetia Schule  
Bogotá, Colombia  
Completed in 1990

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## **Publications**

- *"Improve Your Business English"*, published in 2009
- *"Packaging Technical English"*, published in 2001
- *"English for Everyone"*, published in 1999

## **Professional Experience**

### **2010- 2012 - Freelance - Bogota, Colombia**

- Business documents translations
- Personal interpreter for professionals at meetings and trade shows

### **2005 – 2010- Biolabor Inc – Bogota, Colombia**

Biolabor is a value-added reseller in Bogota, Colombia that represents international machinery manufacturers in Latin America.

- Company translator and interpreter for sales and technical departments
- Business documents and correspondence translator
- Translation for English-written technical and specification manuals

### **1998- 2005 – Easy Talk, Inc (English school) - Bogota, Colombia**

Founder and operator of an English-as-a-second language school focused on training multinational companies in Bogota, Colombia.

- Design and implementation of language training curriculum
- Instructor hiring and training
- Design and production of course material
- Scheduling and coordination of classes, programs, and activities
- Salesperson

### **1997 - 1998 – NLC, Inc (English school) - Bogota, Colombia**

English advisor for upper level courses at an English-as-a-second language school in Bogota, Colombia.

- TOEFL test preparation and tutoring
- Michigan test preparation tutoring
- GMAT preparation
- One-on-one English classes
- Activities coordinator