



Uta M. Haubold | Sworn Translator | Additional Care Assistant
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CV:

Name: Uta Marianne Haubold
born: Feb. 21, 1966 in Hamburg
Nationality: German

Work experience: 2016 – today: Market research
1991 – today: Freelancer in translations:
1000s of certified and uncertified translations, mainly certifications, small documents and contracts
Smaller and larger translations in the fields of Medicine, IT, Law, Business, Finance, Geography, Psychology, Games, etc.

2001 – 2016: Part-time work at the University of Heidelberg as Foreign language secretary:
Personnel management
Coordination of international conferences
Project management and project billing
Smaller and larger translations of homepage content, etc., from German to English and vice versa
Correspondence in English and German
Feeding data into Moodle
Booking classrooms for the whole department
Assistance for international guests
Preparing documentation, correspondence, reports, etc.

1991 to 1994 Assistant of producer, Springer-Verlag Heidelberg (Medicine and Biology):
Work with scientific journals in English at a native level

after University-entrance diploma one year work in international Volunteer groups (language mainly English) in Israel (Kibbutz) and in the Netherlands (Christian youth hostel)

Education: 1993 Sworn Translator Engl./ Germ. and Germ./ Engl.
1991 State-certified Translator Engl./ Germ. and Germ./ Engl., Engl. Institute in Heidelberg

Skills: Windows 2013, 2010 and 2007/XP/Vista with Office 2010 and 2007 including Word, Excel, Power Point and Access databases, etc.; PC-based accounting, Email and Internet

Languages: German: Native language
English: Fluent both written and spoken
French: Basic knowledge
Latin (for Medicine, Law etc.): Advanced Latin proficiency exam

Hobbies: Cycling, Horse-riding, Music, Swimming, Fine arts

Heidelberg, 9 January 2021