



Personal information

Name **Anna-Elisabeth Gülzow**
email **anna_guelzow@hotmail.com**

Professional information

Working languages **English - German**

Other languages **Italian** – fluent in written and spoken communication
Latin – good knowledge
Greek (ancient) – basic knowledge

Mother tongue **German (Germany)**

Services **Translation, editing, proofreading**

Specialist fields

- Architecture & urban design, theory of architecture
- Art & design (theory, practice and history)
- Construction, building, civil and mechanical engineering
- Technical specification, real estate
- Tourism & travel
- Journalism

Professional skills

- Excellent knowledge of architectural and construction terminology
- Strong technical command of the German language
- Experience in liaising with a wide range of clients
- Ability to multi-task, work under pressure and meet tight deadlines
- Attention to detail, strong design and graphical skills
- Advanced IT skills including desktop publishing software

Software skills

- MS Office (Word, Excel, PowerPoint, Outlook)
- Adobe Acrobat, Photoshop, Illustrator, Indesign
- AutoCAD, Microstation

Education

Academic qualifications **M.A., Bilingual Translation English-German** (Distinction), 10/2012
University of Westminster, London, UK
 Subject area of master-project: theory of architecture

Diploma, Architecture, *Bauhaus-Universität*, Weimar, Germany 08/2007



<i>Higher education</i>	Abitur (A levels) English (A), Latin (A) <i>Evangelisches Gymnasium Hermannswerder</i> , Potsdam, Germany	06/1999
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Professional experiences

<i>Translation</i>	Freelance Translator	09/2012 - Present
<i>Architecture</i>	Architect – <i>Allies and Morrison Architects</i> , London, UK <ul style="list-style-type: none"> • Preparation of construction drawings • Administration of construction works 	03/2008 - Present
	Architectural Assistant – <i>Jackson Clements Burrows Architects</i> , Melbourne, Australia <ul style="list-style-type: none"> • Housing design, conceptual design 	07/2006 - 09/2006
	Architectural Assistant – <i>Baldasso Cortese Architects</i> , Melbourne, Australia <ul style="list-style-type: none"> • Documentation, interior design 	03/2006 - 06/2006
	Architectural Assistant – <i>Denton Corker Marshall</i> , Melbourne, Australia <ul style="list-style-type: none"> • International competition submissions, documentation 	11/2005 - 02/2006
	Architectural Assistant – <i>Studio di Architettura Land-Systems</i> , Bernalda, Italy <ul style="list-style-type: none"> • Urban planning, landscaping, furniture design 	09/2004 - 04/2005
	Academic Assistant – <i>Prof. M. Welsch-Guerra</i> , <i>Bauhaus Universität</i> , Weimar, Germany <ul style="list-style-type: none"> • Responsibilities including research, academic writing and DTP 	04/2004 - 08/2004
	Architectural Assistant – <i>Gruppe Planwerk</i> , Berlin, Germany <ul style="list-style-type: none"> • Urban planning, supervision of international competitions 	09/2002 - 03/2003
<i>Other</i>	Au Pair in Florence, Italy	10/1999 - 08/2000

Professional memberships/ translation samples/ references

<i>Professional memberships</i>	ARB (Architects Registration Board) ITI student member , Proz member
<i>Samples & references</i>	Available on request