

Summary of Qualifications

Name Neyer
First Name Beate
Sex Female
Phone 0049 2162 268 024
Mobile 0049 173 891 2233

Translator Study Fachhochschule Köln
University of Applied Science, Cologne
Field of Study: Languages (English/French)

Degree Übersetzer Dipl. FH
English/French
(Masters Degree in Translation)

Employment Rank Xerox GmbH, Düsseldorf, Germany
Translator English/French, Translation Department

Freelance Translator More than 20 years
English -> German (certified translator)

Additional Training PRINCE2 Project Management
Foundation Examination
Translator of "Managing Successful Projects with *PRINCE2*"

Areas of Expertise IT Documentation / Software / Helps
Office automation / Telecommunication / Networking
(Documentation; SOWs; Marketing Material; Copier, Printer,
Print Production Line; MFP, Scanner; Fax)
Marketing Collaterals
Sales Documentation / Guidelines / Training
HR Documentation (Job descriptions, CVs, Assignments)
Training Documentation – Facilitator/Participant Documentation

- Leadership
- Listening Skills
- Interactive Skills
- Selling Skills
- Team Leader
- Assessment Center
- Managing Performance
- Executive / Employee Competencies
- Motivation
- Online and in-class PRINCE examinations (Foundation, Practitioner)etc.

Tender Documentation (Technical/Commercial)
Legal Doc, Purchase / Sales / Employment etc. Contracts
Tourism – TripAdvisor HolidayLettings
Project Management Documentation (PRINCE2)

Reference Customers APM Group; Cisco; DDI Deutschland; Ericsson; Kyocera;
Learning International; Siemens; NEC; Nokia; Printronix; Sky;
TrainingByteSize; Xerox;

Equipment (HW/SW) PC, Microsoft Windows 7; Trados Studio 2014; DéjàVu X3;
Acrobat
