

Curriculum Vitae

▶Martina Ledermann

Translator, Secretary
Certified Nutritionist
Certified Graphic Designer
Certified Front-End-Developer
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Summary

Passionate multilingual translator with 15 years of experience in English and Czech to German and 2 years of experience in Russian to German translations. Linguaphile since early childhood. Successfully translated over 1,000,000 word, ranging from documents to websites. I offer a wide range of services.

Languages and Areas of Expertise

English, Czech, Russian to German
(Technical manuals and documentation, nutritional sciences/gastronomy, medicine, tourism)

Services

Translation
Proofreading
Revision
Post-editing
Desktop publishing
Transcription
Subtitling

Work Experience

1994-1995 Evangelische Hochschulgemeinde / Katholische Hochschulgemeinde Frankfurt
Secretary
1993 Ernst & Young/EDW Personal development for managers
Junior Secretary
1999–2000 American Express and Credit Card Service American Express Bank
Telephone Service Agent
1987–1988 Bank of America Credit Card Service
Telephone Service Agent

Education

2021 LinkedIn

Certified Graphic Designer; Certified Front-End-Developer, different certificates for my work

2018 OTL Akademie, Berlin

Certified Nutritionist

1992–1995 Johann Wolfgang Goethe University, Pedagogics and Slavic Language Studies

1992 High School Diploma, Elisabethenschule, Frankfurt (Main)

1987–1989 Vocational Training, Staatliches Gewerbeaufsichtsamt Frankfurt am Main

Secretary

Key Skills

Native language: German

Multilingual in three languages

Always meeting translation and proofreading deadlines

Certified German language skills

Sensitive feeling for the use of language

Very good organizational skills

Software

Adobe Creative Cloud (Photoshop, Illustrator, InDesign, Premiere Pro and others)

Microsoft Office 2019

SDL Trados Studio 2019

SDL Trados Studio 2017

Memsources (I would need a license for a translation job);

CATCount for counting matches

Memberships

Translatorscafe.com

<https://www.translatorscafe.com/cafe/member66124.htm>

ProZ.com

<https://www.proz.com/translator/2056999>