

Isabella Becker

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EDUCATION AND QUALIFICATIONS

09/2010 – 07/2013 **Staatsexamen [state final examination] as Translator at Fachakademie für Fremdsprachenberufe, Kempten**

Final mark: 2,8
First foreign language: English
Second foreign language: Spanish
Specialization in the subject area of Economics

09/1999 – 06/2008 **Abitur [Higher education entrance examination] at Gymnasium Sonthofen, Sonthofen**

Final mark: 2,9
Focus subjects: French, Maths
Thesis: "*La politique extérieure française depuis 1992*"

PROFESSIONAL EXPERIENCE

09/2014 – present **Project Manager at "Lingua World" Translation Agency, Berlin**

Managing translation projects and maintaining responsibility for the
-planning
-execution
-tracking,
-delivery
and closure of major translation projects.

08/2013 – present **Freelance translator**

Currently working on the translation of the book "Pandora Learns to Sing" by Deborah Jeanne Weitzman
Translation of several articles for the newsletter of the "Vipassana" online community.

05/2014 – 07/2014 **Cashier / Information desk employee at "OBI", Munich**

Deadline-tracking of orders
Coordinating customers' delivery times
Working on the cash register
Reaching daily sales targets
Working as part of a team to ensure the smooth running of the shop.

01/2014 – 04/2014 **Intern (Partner Management) at "Regiondo", Munich**

Acquiring partners via email, telephone and social networks.
Writing and modifying offers.
Searching for potential international partners

09/2012 – 12/2013 **Teacher at "Studienkreis", Kempten**

Giving English and French classes to high school students (Private lessons and groups up to five students).
Creating and delivering tailored-made lesson plans to ensure the highest acquisition of English.
Customizing individual course plans.

LANGUAGE SKILLS

German	Native speaker
English	Fluent
French	good command
Spanish	good command
Italian	basic communication skills

TRANSLATION LANGUAGES

English > German (Specialization-Economic, all subjects)

German > English (Specialization- Economic)

French > German (General)

Spanish > German (General)

TECHNICAL SKILLS

- Excellent working knowledge of the translation software tool - Trados Studio 2009, as well as the OCR text recognition software ABBYY Finereader.
- I consider myself to be computer adept and have an excellent working knowledge of Microsoft office; Ms Word: Create templates, use graphic effects, create and format complex tables, footnotes, endnotes, track document changes, mail merge; Excel: Sort and rename tabs, SUM functions, graphing from worksheet data and linear regression, filtering unique items from a list, etc.

PERSONAL SKILLS

- Team working and Leadership: I have worked in a small team within a larger retail department, this required us to compete to reach and exceed sales targets. I have also worked on team projects and assignments in college.
- Able to work tight deadlines
- Excellent communication and social skills.

INTERESTS

Arts, literature, sports (volleyball, swimming, running)