



Büroservice | Nicole | Delenk

BÜROSERVICE NICOLE DELENK

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Professional Profile

Since 2007, I run my own office and translation service in Magdeburg, Germany.

Languages: German and English

Services:

- Translation
- Transcreation
- Transcription and Audio Translation

Fields:

- Medical research
- Psychology
- History
- Insurances
- Hotel and Catering
- Medical Reports
- Environment
- „Green Technology“

Career Summary

1992 – 2007 Secretary, assistant to the manager, translator, call-center agent

Different companies in Hannover, Halle and Magdeburg

- Conversion of manuals for a German bank in Hannover
- Correspondence for several division heads and the manager of a real estate company in Hannover
- Assistant to Education Manager
Correspondence with trainers, employees and managers in German and English
Translation of study material, invoices, general correspondences

2007 - Present Foundation of „Büroservice Nicole Delenk“

- Services see above!

Education & Qualifications

1990 – 1991 Apprenticeship as an Hotel Manageress

Terminated due to medical reasons

1992 Foreign Language Correspondence Clerk

Translation and correspondence in English and Spanish

Office Management

Wirtschaftssprachenschule „Economy“, Hannover (Germany) – NOW CLOSED



Professional Development

- Training SAP R3
- Training "Journalism"
- Training "Translation Skills Literature"
- Sales Training
- Training "Transcreation" in German
- Training "Book keeping"
- Training "Storytelling" in German and English

IT Skills

- MS Word
- MS Excel
- MS PowerPoint
- MS Outlook
- Trados Studio 2015
- SAP R3 (basic knowledge)

Personal Detail

Date of birth: 26 December 1972

Family status: married, 2 children

Hobbies: Reading (books about history, biographies, nature), writing short stories and poems, cats, cooking.

Sample translations, detailed services, and prices are available on request!