

**Vivian Jappe**  
**Translation Services**  
Snekketoften 7  
DK-2830 Virum  
(VAT Reg. no./CVR no. 19 53 82 73)

**My qualifications:**

- British national
- BA (Hons) in German and Italian with French from Salford University, England
- Diploma for bilingual secretaries (German/English)
- Resident in Denmark since 1987 (married to a Dane)
- Lived and worked in Germany for 4 years
- 30 years' professional experience
- Freelance translator since 1995
- Modern IT tools available (Trados Studio 2015)

**Professional experience:**

**1995 - Now**

**Freelance translator. References on request.**

- My clients include consulting engineering companies, educational institutions, high-tech manufacturing companies, service enterprises.
- I have customers in a variety of different industries: Dental, engineering, library technology, education, auto, language, general business, marketing and more.
- I cooperate with translation agencies.
- I use a computer-aided translation (CAT) tool wherever relevant.

**1988 - 1992**

**Brock & Michelsen Instrumenter A/S, Blokken 76,  
DK-3460 Birkerød**

Sales secretary for 4 sales and product managers. Responsible for sales in Denmark of operation microscopes, electron microscopes and image analysis systems.

Areas of responsibility: proposals, direct customer contact (Danish), translation of relevant texts incl. instructions manuals (English to Danish, German to Danish and Danish to German). Correspondence in Danish, English and German.

**1985 - 1987**

**Spectra-Physics GmbH, Siemenstrasse 20, D-6100 Darmstadt,  
Germany**

Export/sales secretary for the export marketing manager and for two regional sales managers responsible for Europe, the Eastern Block, Africa and the Middle East.

Areas of responsibility: translations (German/English), statistics (monthly and quarterly), logistics for distributor meetings/training/business trips, proposals, price lists etc.

**Vivian Jappe**  
**Translation Services**

**Snekketofte 7**

**DK-2830 Virum**

**(VAT Reg. no./CVR no. 19 53 82 73)**

**1984 - 1985**      **European Space Operations Centre, Robert Bosch Strasse 5,  
D-6100 Darmstadt, Germany**  
Assistant/secretary for the Public Relations department.  
Areas of responsibility: public relations work, placement of employees from  
the 13 member states of the European Space Agency and various  
secretarial tasks.

**1980 - 1983**      **Various secretarial jobs in connection with university studies:**

**IABG**, Ottobrun, München, Germany (August to September 1983).

**Dornier System GmbH**, at the Centre Nationale d'Études Spatiales,  
Toulouse, France (Summer 1983).

**Dornier System GmbH and Dornier GmbH**, Friedrichshafen, Germany  
(April to October 1980 and Summer 1981 and 1982).

**Education:**

**1971 - 1978 King Edward VI School, Morpeth, England**

'O' Level: English (language and literature), mathematics, physics,  
chemistry, history, Latin, German, French.

'A' Level: Mathematics, German and French.

**1978 - 1982 University of Salford, England**

B.A. (Hons) in modern languages (German and Italian with French).

**1982 - 1983 Newcastle upon Tyne Polytechnic, England**

Executive Secretarial Linguists' Diploma (English and German)

Polytechnic Secretarial Diploma (English)

RSA Diploma for Bilingual Secretaries (English and German)

**1988 Købmandsskolen, Nyropsgade, Copenhagen DK**

Shorthand level I (Danish)

**1988 - 1989 Handelsskolen i Ballerup, DK**

Accounting and business economics