

# Resume

Benedikt Bauer



## Personal details

Benedikt Bauer

Address: Bulevar Louis Pasteur 17, Portal 2, 4 Izquierda  
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Phone: 0034 951 468 794  
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Date of birth: 15/01/1982 (Basel/Switzerland)

Nationality: German

Marital status: Married

## Professional experience

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- 09/2013 – present      **Freelance Patent Translator (English, Spanish, German)**
- 12/2012 – 08/2013      **Project Manager**  
Consultra AG (Zurich, Switzerland)
- Management of translation jobs
  - Customer consulting
  - Preparation of offers
  - Telemarketing/sales
- 10/2012 – 11/2012      **Freelance Translator**
- 01/2011 – 07/2012      **Project Manager**  
Idea Creation GmbH (Zurich, Switzerland)
- Planning, coordination and realization of E-GUMA voucher projects with customers
  - Configuration of voucher system E-GUMA and individual online shops
  - Support of more than 80 customers
  - Creation of marketing tools and consulting of customers
  - Collaboration with e-payment providers, programmers, web agencies and graphic designers
- 10/2007 – 11/2010      **Technical Translator**  
Vivanco y García S.L. (Madrid, Spain)
- Translation and proofreading of technical-judicial documents in Spanish, German and English language
  - Patent research
  - Collaboration for corporate newsletter
  - Translation of corporate homepage
- 07/2005 – 09/2005      **Internship in travel agency**  
Viajes Galaxtur S.A. (Calpe, Spain)

- Reception desk for apartments
- Administrative activities
- Correspondence with customers and companies
- Translation of advertising texts and offers
- Preparation of offers for [www.encostablanca.com](http://www.encostablanca.com)
- Data management in Oracle

## Education

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09/2006 – 08/2007	<b>Bachelor of Honours in Business Management</b> ESERP (Madrid, Spain)
09/2004 – 07/2006	<b>International Tourism Assistant</b> ANGELL Business School (Freiburg im Breisgau, Germany)
09/2001 – 08/2004	<b>Master Degree in English, French and Spanish languages and Geography</b> University of Cologne (Germany)

## Informatics skills

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Software	MS-Office (Word, Excel, Power Point) SDL Trados Studio 2019 Adobe Photoshop and Illustrator
Programming languages	HTML, CSS (basic skills)
Operating systems	Microsoft Windows, OS X

## Language skills

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German	Mother tongue
English	Business fluent
Spanish	Business fluent
French	Advanced written and spoken
Italian	Basic knowledge

## Memberships

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DVÜD

## References

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available on request