

# Profile

Estelle Laure Noumsi Kamwa

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Mrs. Estelle Laure N.K.

## Technical Editor / Translator

### Bachelor Mechanical Engineering

**Field of specialization:**

Mechanical engineering, medical technology, quality and risk management

**Year of birth:** 1991

**Languages:** German, French, English

**Education:** Study Bachelor Mechanical Engineering

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<b>2022</b>	<b>CEO at EsK Translations UG</b> <ul style="list-style-type: none"><li>• Technical editing, translation EN&lt;&gt;DE, FR</li></ul>
<b>2010 - 2021</b>	<b>Freelance activities</b> <ul style="list-style-type: none"><li>• Technical editing, translation EN&lt;&gt;DE, FR</li></ul>
<b>2010 - 2019</b>	<b>Bachelor degree program</b> <ul style="list-style-type: none"><li>• Mechanical engineering, focus on air conditioning, refrigeration and environmental technology</li></ul>

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## Activities

Activity group	Industry
Technical documentation	Mechanical engineering, medical technology, electronics and software
<b>Since 2011</b> Technical translation EN<>FR, DE	Translation, localization, proofreading and post-editing of websites, Amazon offers, emails, contracts, catalogs, brochures, product sheets, online ads, articles, articles, technical manuals, resumes and keywords. Our main focus is on translating e-commerce stores, apps, and digital marketing, and we are well versed in SEO and using the right keywords. Other areas of expertise include technology and electronics, fashion and clothing, beauty care, skin care products, nutritional supplements, finance and business, fitness and sports, vegan products, tourism and hotels, real estate, web and IT.

<b>Experience:</b>	> 5 years
<b>Activities:</b> Technical documentation / editing	<p><b>07/2022 - 10/2022</b></p> <p><b>1. Technical writing for DocDim GmbH as support for the technical writing at the client: KEBA company in Linz</b></p> <ul style="list-style-type: none"> <li>Implementation of documentation in an editorial system (scheme ST4)</li> </ul> <p><b>16/04/2018 - 28/02/2020</b></p> <p><b>2. Documentation analyst for the company DeviceMaster GmbH</b></p> <p><b>a. Support DeviceMaster senior experts in creating, revising, maintaining and servicing medical device risk management files.</b></p> <ul style="list-style-type: none"> <li>Support in the classification as well as evaluation of the technical conformity of the products.</li> <li>Implementation of new requirements to maintain compliance under market approval,</li> <li>Review the status of current risk management activities, product changes, verification and validation activities, production and post-production activities,</li> <li>Prepare risk management plans, functional analyses, risk assessments and risk management reports,</li> <li>Update risk management plans and risk assessments according to audit results as well as newly discovered hazards, identify appropriate protective measures.</li> </ul> <p><b>b. Revision of technical files with regard to EMC conformity according to IEC 60601-1-2:2014</b></p> <ul style="list-style-type: none"> <li>Identification of the main operating function and EMC impact on the equipment,</li> <li>Identify EMC-related unacceptable risks,</li> <li>Analysis of device-related electromagnetic environmental conditions,</li> <li>Identify operating conditions and hardware configurations,</li> <li>Adjustment of risk management planning documentation,</li> </ul>

	<ul style="list-style-type: none"><li>• Revision of functional analyses according to new EMC requirements,</li><li>• Evaluation of new hazards,</li><li>• Modification of risk analyses,</li><li>• Preparation of appropriate risk management reports.</li></ul> <p><b>c. Support of DeviceMaster senior experts in the preparation of technical documentation of electrical and mechanical safety according to IEC 60601-1-6:2010 and DIN EN ISO 10079-3:2014</b></p> <ul style="list-style-type: none"><li>• Support of the system expert in the specification of system requirements</li><li>• Derivation of hazards for risk analysis,</li><li>• Specification of system requirements,</li><li>• Creation of a test plan and test report to meet regulatory requirements according to IEC60601-1-6:2010 and DIN EN ISO 10079-3:2014.</li></ul> <p><b>d. Quality management</b></p> <ul style="list-style-type: none"><li>• Creation of reports(8D report )</li><li>• Creation, editing and monitoring of work instructions</li><li>• Responsibility for QM documentation</li><li>• Creation of a document control (release process)</li><li>• Planning, implementation and further development of the quality management system.</li><li>• Supervision of the QM system and compliance with all relevant laws, directives and standards</li><li>• Implementation of QM standards according to ISO 13485:2016 and MDR</li><li>• Examination and preparation of regulatory required process and Procedural instructions (Vas/SOPs)</li><li>• Implementation of quality and process improvement processes</li><li>• Preparation of registration and submission documents, regulatory affairs for medical devices</li><li>• Coordinate corrective and preventive actions (CAPA)</li></ul> <p><b>01 /04/2020 - 01/09/2020</b></p> <p><b>3. Editor / Copywriter at DEnBAG mbH in the field of energy efficiency.</b></p> <p><b>15/06/2021 - 30/06/2022</b></p> <p><b>4. Technical documentation for the company MartinCare GmbH.</b></p> <ul style="list-style-type: none"><li>• Preparation of technical documentation</li><li>• Translation of data sheets, article texts and operating instructions into English and French</li><li>• Technical research work</li></ul>
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	<ul style="list-style-type: none"> <li>• Creation of test scenarios for an app and the SCC5.0 software in Jira</li> <li>• Quality assurance</li> <li>• Hardware developments</li> </ul> <p><b>5. Regular seminar attendance related to technical documentation of mechanical equipment and medical devices.</b></p> <ol style="list-style-type: none"> <li>a. The CE marking process for medical devices at <b>TÜV Rheinland</b></li> <li>b. Design and development of medical devices at <b>TÜV Rheinland</b></li> <li>c. Technical documentation for medical devices at <b>TÜV Rheinland</b></li> <li>d. Machinery Directive 2006/42/EC Compact - Module 1: <b>CE marking of machinery in conformity with the directive at WEKA Akademie GmbH</b></li> <li>e. Machinery Directive 2006/42/EC Compact - Module 2:  <b>Risk assessment and operating instructions at WEKA Akademie GmbH</b></li> </ol>
<b>Experience:</b>	> 10 years
<b>Activities: Technical translation EN&lt;&gt; FR, DE</b>	<ol style="list-style-type: none"> <li>a. Translation of the website <a href="https://devicemaster.eu">https://devicemaster.eu</a> from German to French.</li> <li>b. Translation from English to English/French of the book by Amanda Lopez "<i>Dreams come true</i>".</li> <li>c. Translation of the website <a href="https://www.goldtimerepair.com">https://www.goldtimerepair.com</a> from French to German.</li> <li>d. Translation of the website <a href="https://www.pdsglobal.com.au">https://www.pdsglobal.com.au</a> from English to German.</li> <li>e. Translation of the website <a href="http://www.lebensabenteurer.de">www.lebensabenteurer.de</a> from German to French.</li> <li>f. Translator at the company WineMaker.</li> <li>g. Translation from German into English of the following chapters of the book "Virus Mania": <ul style="list-style-type: none"> <li>• Chapter 10 AIDS postscript_final</li> <li>• Chapter 11 Measles</li> <li>• Chapter 9 Swine Flu final</li> <li>• Epilog Virus Mania</li> <li>• Chapter 12 Corona COVID-19.</li> </ul> </li> <li>h. Regular cooperation with various translation agencies (Lexico Translations, ICS-Translations, Studio Melchior, The Big World, Uptimaz, OffShoreAlly, PoliLingua, GoodWill Language, SeamlessGroup, AvProduction, Alkemist, Retresco, Transperfect, SprachUnion, Codiweb, Lexint, DAT France, Skrivanek, US-Translation, Quest Global, Mission Translation, Intellitext, Europe Localize, Movesell, ODB Translations, LC Consulting, Verztec, In Translatio, Vivid Translation, Knowledgeworks).</li> </ol>
<b>Other</b>	<ol style="list-style-type: none"> <li>a. <b>Distribution</b> <ul style="list-style-type: none"> <li>• Identify potential customers</li> <li>• Contact and communicate with potential customers,</li> <li>• List, process and evaluate customer requests.</li> </ul> </li> <li>b. <b>01/09/2020 - 01/12/ 2020</b></li> </ol>

	<p><b>Customer service representative at the company Spareka/1001Spare parts</b></p> <ul style="list-style-type: none"> <li>• Handling customer inquiries via phone, email or chat</li> <li>• Complaint management and complaint handling</li> <li>• Provide information about billing inquiries, products, prices or tariffs</li> <li>• Documentation of concerns in the database (Magento).</li> </ul> <p><b>c. 2010 - today</b>  <b>Tutor</b></p> <ul style="list-style-type: none"> <li>• Technical subjects (math, physics, chemistry, engineering mechanics, electrical engineering, fluid mechanics).</li> <li>• French.</li> </ul> <p><b>d. 09/2013 - 10/2013</b>  <b>Basic internship at the company Höfler a Brand of Klingelberg in Ettlingen</b></p> <ul style="list-style-type: none"> <li>• Manufacturing of high-precision components for drive technology</li> <li>• Structure of a full bridge circuit</li> <li>• Filing, sawing, drilling, countersinking, reaming</li> <li>• Thread cutting, bending, straightening, riveting</li> <li>• Soldering</li> <li>• Measuring with different measuring methods</li> </ul> <p><b>e. 10/2015 - 03/ 2016</b>  <b>Technical internship at the company E.G.O. in Oberderdingen</b></p> <ul style="list-style-type: none"> <li>• Energy management Final testing of thermostats</li> <li>• Optimization hazardous material cabinets</li> <li>• Optimization extraction system</li> <li>• Recording time spent scrap and rework</li> <li>• Job optimization in the field of thermostat production</li> <li>• Modeling the centering fixture for controllers</li> </ul> <p><b>f. 04/2017- 09/2017</b>  <b>Working student at the company Vigem GmbH in Karlsruhe</b></p> <ul style="list-style-type: none"> <li>• Assembly of vehicle-specific cable harnesses according to customer specifications for integration of the measuring systems</li> <li>• Optical inspection of electronic assemblies</li> <li>• Commissioning and detection of faults on these assemblies</li> <li>• Assembly of hard disk removable storage devices</li> <li>• Assembly of the heat dissipation concept on electronic assemblies</li> </ul> <p><b>g. 28/08/2017 - 10/2017</b>  <b>Working student at the company THESystems Test Hardware Electronic</b></p> <ul style="list-style-type: none"> <li>• Creation and correction of technical drawings with AutoCAD</li> <li>• Technical documentation</li> <li>• Plan, control and monitor projects with Microsoft Project</li> </ul>
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	<p><b>h. 17/10/2017- 05/02/2018</b></p> <p><b>Working student at the company BeON GmbH &amp; Co in Karlsruhe.</b></p> <ul style="list-style-type: none"> <li>• Input of credit notes of the service partners in the internal system (SAP)</li> <li>• Creation of delivery bills</li> <li>• Administrative work in the area of ordering and booking service</li> <li>• Provide administrative support to the customer service team.</li> </ul>
<b>Required Knowledge:</b>	<ul style="list-style-type: none"> <li>• Technical editing; document management, terminology management, translation management</li> <li>• Mechanical Engineering and Design / CAD</li> <li>• Online editorial office</li> <li>• Computer skills</li> <li>• Standards and guidelines in technical documentation</li> <li>• Risk management and EMC</li> <li>• Quality management, requirements and reporting</li> <li>• QM tools</li> </ul>
<b>Software skills:</b>	<ul style="list-style-type: none"> <li>• Editorial software, such as Adobe InDesign, Schema ST4, Cosima, Matcap Flare, ...</li> <li>• Confluence, Jira, Inkscape, Gimp, Photoshop</li> <li>• Translation tools, e.g. Prismic, MemoQ, Memsourc, Trados, Accross...</li> <li>• 3D software, e.g. Solidworks, Solidworks Composer Player</li> <li>• MS Office</li> <li>• Matlab, Viflow</li> <li>• SAP</li> </ul>
<b>Languages:</b>	<ul style="list-style-type: none"> <li>• German</li> <li>• English</li> <li>• French.</li> </ul>
<b>Social skills</b>	<ul style="list-style-type: none"> <li>• Empathy</li> <li>• Helpfulness</li> <li>• Ability to work in a team</li> <li>• Communication skills</li> <li>• Willingness to learn</li> <li>• Willingness to cooperate</li> <li>• Motivation ability</li> <li>• Goal-oriented</li> <li>• Customer and result oriented</li> </ul>