

**Mary Hodges (Miss)**  
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Dynamic and self-motivated German to English translator with several years of experience within a range of different industry sectors. Highly organised, reliable and professional; used to working within strict deadlines and juggling competing priorities.

- Excellent command of German and English
  - Qualified with the Chartered Institute of Linguists
  - Highly organised and able to deliver under pressure
  - Efficient and reliable with excellent interpersonal skills
  - Experienced in handling confidential and sensitive content with tact and discretion
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## Key Skills

**Document translation**  
**Transcreation**

**Grammar**  
**Proofreading**

**Translation tools**  
**Attention to detail**

## Professional Experience:

### July 2014 - Present

- Regular work on a freelance basis providing German to English translation service for leading fashion and homewares retail organisation
- Ad hoc work on a freelance basis providing German to English translation and transcreation services for clients within a diverse range of industry sectors including hair and beauty, hospitality, telecommunications, IT, emergency assistance
- Consultation with clients to discuss best approach to ensure optimum message delivery
- Compilation of style and vocabulary guides to assist client in safeguarding consistency across different brands
- Copy editing of machine-translated content
- Proofreading of German marketing content

## Education:

Level 7 Diploma: German to English Translation, Chartered Institute of Linguists (2022)  
Specialisms: Business, Social Science

Postgraduate Diploma: Information and Library Studies, Robert Gordon University (2007)

BA Hons: German Language and Contemporary Studies, Oxford Brookes University (1993)

## Additional Skills:

IT systems: Microsoft Office including Word, Excel, Powerpoint, Adobe Acrobat

Translation tools including Smartcat, SDL Trados