

CURRICULUM VITAE

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SCHOOL EDUCATION

1998 - 2002 Primary School in Zimmern (Grünsfeld)
2002 - 2008 *Josef-Schmitt-Realschule* (Secondary School) in Lauda-Königshofen
2008 - 2011 Grammar School (with emphasis on business studies, economics and law) in Tauberbischofsheim

- One-year education in Spanish

STUDIES

2011 - 2012 *Karls-Ruprecht-Universität* (University) of Heidelberg

- 1. Main Subject: Educational Studies
- 2. Main Subject: Philosophy

10/2012 - 02/2016 Faculty of Translation Studies, Linguistics and Cultural Studies (FTSK) at the Johannes Gutenberg University of Mainz in Gernersheim

- Bachelor of Arts (B.A.) Language, Culture, Translation
- 1. Foreign Language: English
- 2. Foreign Language: Italian
- Field of Technical Translation
- Optional module: Tourism (12 ETCs)

KNOWLEDGE AND SKILLS

Foreign Languages

- Fluent in English (spoken and written)
- Good in Italian (spoken and written)
- Elementary knowledge in French and Spanish (spoken and written)

Computing

- Fundamental Knowledge of MS-Office
- Basic knowledge of various Translation Tools (SDL MultiTerm, SDL Trados Studio, SDL Passolo)
- Basic knowledge of HTML CSS
- Wordpress

WORK EXPERIENCE

2006 One-week Practical Course at Department Store *Kuhn* in Bad Mergentheim

- 10/2011 - 09/2015 Temporary student employee working for *Ruppel GmbH & Co. KG*
- Support in the production areas of final assembly and painting of metal furniture
- 03/2016 Center Assistant at *arenalingua GmbH*
- Course organisation (with internal computer system)
 - Telephone response to client enquiries and customer and freelance language trainer support
 - General purchase administration and training in sales support
- 10/2016 – 03/2020 Bilingual secretary at international law firm *Bryan Cave Leighton Paisner LLP* in Frankfurt am Main
- General secretarial duties
 - Translation of contracts, clauses or correspondence/emails into German or English
 - Assistance in the Notary's office
- 07/2020 – 08/2020 Internship in Web Design at *Digital Trendhouse* in Mainz
- 10/2020 – today Freelance Translator at *YanDa Translations*
- English and Italian to German
 - Experienced in:
 - Marketing Translations
 - Technical Translations
 - Subtitling
 - Website Localization
 - Literature Translations
 - Comic Translations

SPECIAL PERFORMANCES

- 04/2012 - 07/2012 English Language Course at the Central Language Lab of the University of Heidelberg
- 08/2013 Two-week Spanish Language Course at *ProLinguis der Sprachenklub e.V.* in Valencia (Spain)
- 05/2016 - 01/2017 Student at *Online Schule für Gestaltung (OfG)*
- 9-months online course for Web Design
 - Professional certificate in Web Design
 - Basic knowledge of HTML and CSS; typography, screen design, web development and Online-Marketing
- 06/2020 – 08/2020 Online seminar at *Rechtssprache.biz* by Dr Isabelle Thormann for the proof of sound knowledge of German legal language