

Curriculum vitae

Gabriele Gräfe

Education and Qualifications

A-Levels, University Entrance Diploma

Higher Diploma in Education, Teachers
College Erfurt, Germany

Graduate teacher for German, Russian and English languages

Work Experience

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| current | Freelance translator, copywriter, proofreader |
| 03/20 – 08/22 | Translations, subtitles, copywriting, proofreading: Plameco, Horrex, Fior (Netherlands); Busuu, Claire`s (UK) |
| 02/20 – 12/21 | Employment mediator at the employment office Suhl, Germany |
| 06/13 – 09/19 | Translations, copywriting, proofreading, transcreation, localization, Social Media Posts: Euro-Com International and Ludejo (for worldwide customers like Amazon, Sony, Tiffany, Volvo etc.), Bax Music, Dow Chemical (Netherlands) |
| 11/17 – 01/20 | Fortnightly column in the local newspaper Freies Wort, Germany |
| 11/11 – 05/13 | Cross Business Representative and translator, Dow Chemical; Netherlands |
| 05/07 – 10/11 | Employee in tourist facilities, private language courses, pupil tutoring, Netherlands |
| 08/06 – 04/07 | Managing position in the department providing educational and vocational programs for the Vocational Training Center of the regional Chamber of Crafts in Erfurt, Germany |
| 03/03 – 07/06 | Head of Department, Language School “F+U Thüringen”, Senior Teacher of German as a Foreign Language and English, Erfurt, Germany |
| 10/91 – 03/03 | Senior Teacher of German as a Foreign Language and English at “F+U Thüringen”, vocational training school in Erfurt, Germany |
| 08/89 – 09/91 | Head of Department and Teacher of German as a Foreign Language and English at „Ermic”, Erfurt, Germany |
| 09/87 – 07/89 | Teacher of German and Russian Languages, public school, Erfurt, Germany |

Languages and computer skills

- German - native speaker
- English - (business) fluent
- Dutch - (business) fluent
- Russian - fluent
- Spanish - basic knowledge



Gabriele Gräfe
Simmersbergstr. 3
98666 Masserberg
Germany

+49 (0)17634618821
gabriele.graefe@gmail.com

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- CAT-tools: Trados Studio, MemoQ, Memsource, Wordfast, Across, Déjà-vu and others
 - subtitle software: Aegisub
 - Windows office applications
 - Business software: Unit4Agresso, RMDData, SAP

Additional Qualifications

- Holder of current driver's license
- Course "Telephone skills for professionals"
- Qualification for Assessing TELC-examinations A1 to B2 for German as a Foreign Language
- Various other relevant qualifications in the fields of education and teaching

Masserberg, November 2022

Gabriele Gräfe-Menting
Simmersbergstr. 3
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Germany

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gabriele.graefe@gmail.com
