

Heike Funke

Maxreuth 15, D-95213 Muenchberg hf@juristiklektorat.de

Phone: +49 9252 3596986

German native speaker and trained paralegal with over two decades of self-employment experience. Skilled in editing, proofreading, transcription, translation and video captioning in German and English. Possesses excellent knowledge of German orthography.

AREAS OF EXPERTISE:

- German Orthography
- Typography
- German legal system
- Translation (English to German)
- Holistic Wellness (Alternative healing methods and Spirituality)

WORK EXPERIENCE:

Self-employed (Muenchberg, Germany)

09/1993 – present

- Editing and proofreading services
- Translations (English to German)
- Video captioning (German and English)
- Transcription services (German and English)

Trained paralegal (Munich, Germany)

Hecker, Huch-Hallwachs

09/1985 – 09/1993

- Trained paralegal
- Support for trainees

EDUCATION:

Secondary School Leaving Certificate (Penzberg, Germany)

State Secondary School

09/1979 – 07/1983

- Focus: Economic

Trained paralegal (Munich, Germany)

Vocational School

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ADDITIONAL SKILLS:

Languages:

- German (Native Speaker)
- English (Fluent)

IT-Skills:

- Proficient in Microsoft Office, SmartCat, Subtitle Edit, EZTitles
- Excellent typing skills
- Excellent orthography

PRIVATE INTERESTS:

- Dog training
- Gardening
- Music

REFERENCES:

Dr. Oliver M. Habel | Attorney | habel@teclegal-habel.de

Daniel Wagner | Chief editor NEXUS | daniel@nexus-magazin.de

Werner Huemer | Head of Thanatos.tv | thanatos.tv@icloud.com