

## Personal details:

Name: Julia Juchmes  
Address: Kasselburger Weg 13, 54568 Gerolstein, Germany  
Date and place of birth: 30 March 1982 in Gerolstein, Germany  
Nationality: German  
Native language: German  
Degrees: "Abitur" (university entrance qualification/A-levels)  
Multilingual secretary/multilingual secretarial assistant  
Family counselor

Company: Translating-Julia.com (since 2006)  
Phone: +49 6591 – 610 93 56  
Mobile: +49 179- 539 78 20  
E-mail: Office@Translating-Julia.com  
Website: www.Translating-Julia.com

## Services offered:

Translation  
Proofreading/editing  
Transcription (video and audio files, German and English)

## Languages:

English-German  
German-English  
Latin ("Großes Latinum"/advanced Latin proficiency certificate)

## Projects, skills and knowledge:

- Entertainment (in-game texts, dialogs, manuals, instructions in video, computer and console games)
- Tourism (hotel and city descriptions for tourist guides)
- Medical science (clinical trials, informed consents, questionnaires, descriptions of medical products)
- IT/software (Microsoft Office help texts)
- Business correspondence, marketing (website texts)
- Technical science/automotive sector (testing specifications for power-assisted steerings)
- Psychology (psychotherapy, psychiatry, clinical pictures)
- Pedagogics/education

## Software skills:

- MS Office (Word, Excel, PowerPoint, Outlook)
- Philips SpeechExec Pro
- memoQ