

Curriculum Vitae



Contact Data:.

Name / Surname	Peters-Schöbel, Sandra
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Phone / Mobile	+49 (0) 2102/84 24 77 ; Mobile +49 (0)163/214 76 46
Email	Sandra_peters@gmx.de;
MSN Account	sps-translation@hotmail.de
Date of Birth	16.11.1972
Place of Birth	Ratingen/Gemany
Sex	female

professional experience

since 2002
working additionally as a freelance translator (parttime)
studies of business economics via corresponce course

Date	since 12/04
Position	Inhouse Translation for an IT company (parttime job)

functions	<ul style="list-style-type: none">§ Internal and external communication (mostly english-speaking)§ Writing and editing of documentations (trainings, processes, technical papers)§ Creating and Translation of powerpoint presentation slides§ Creating of strategic concepts, Workflows§ Project management§ Training and coaching activities
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employer	SELLBYTEL Communication Group GmbH, Nürnberg
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Date	08/2002 – 11/2004
Position	Project Coordination and Inhouse Translation

functions	<ul style="list-style-type: none"> § Project management and Translation for outsourcing projects for Hewlett Packard § Translation of documentation for national and international projects of Outsourcing, telephony, Reporting, re-structuring customer support § Creating and editing of project documentations, technical documents
employer	<ul style="list-style-type: none"> § Creating of presentation slides (Powerpoint), § Database maintenance <p>Hewlett Packard GmbH, Ratingen</p>
Date	03/95 – 10/95
Position	receptionist
functions	<ul style="list-style-type: none"> § Receptionist in a business hotel: § Check-In and Check-Out of national and international guests § Taking care of reservations by phone § Invoicing, Controlling, preparations for the accounting department
employer	Treff Hansa Hotel Mettmann
Date	02/95
functions	unemployed
Date	10/96 – 02/2001
functions	<p>diploma for literate translations, grade 2,0 (good)</p> <p>languages: French, Spanish, target language: German</p> <p>Heinrich-Heine-Universität of Düsseldorf</p>
school education	10/95 – 10/96
Date	Studies of engineering
Qualifikation	while preparing for the qualifying examination for literate translation studies

Name of School	Gesamthochschule Duisburg
Date	09/92 – 01/95
Qualification	apprenticeship in a business hotel
employer	Relexa Airport Hotel Ratingen
Date	1983 – 1992
Qualification	secondary school, leaving with diploma
Name of school	Theodor-Heuss-Gymnasium (today: Richard-von-Weizsäcker-Gymnasium) Ratingen
Date	1979 – 1983
Qualification	primary school
Name of school	Gebrüder-Grimm-Schule Ratingen
personal skills	
maternal language	German
other languages	English – very good
	French – very good
	Spanish – – very good
	Swedish - good
social abilities	teamplayer
	self-disciplined
	tolerant and helpful
	hight degree of service orientation
	willingness to further education,