

## **Curriculum vitae**

### **Contact details**

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### **Professional headline**

Specialist in international business/finance/commerce  
**Free-lance German-to-English translator, MBA**  
Seeking long-term project cooperation.

### **Key achievements**

Management skills	Translated over one million words in 11 years
Timekeeping	Delivered over 500 projects on schedule
Organizational skills	Have run own office since 2003
Stress management	Performed well on a few short-notice assignments
Creativity	Advised clients on culture-related issues.

### **Professional experience**

Effective in English Langenselbold Tax ID: DE238930717 Reg. Finanzamt Hanau	<ul style="list-style-type: none"><li>• 2003 – present As a free-lancer, providing English-language services, such as</li><li>• Translations</li><li>• Editing and proofreading</li><li>• Copyediting</li><li>• Localization.</li></ul> <p>Serve clients in a wide range of industries along with private individuals.</p> <ul style="list-style-type: none"><li>• 1978 - 2003 Career in international business at Arthur Andersen &amp; Co. GmbH, The Royal Bank of Canada, PA Technology, ROVEMA Verpackungsmaschinen GmbH, Degussa AG, Viatris GmbH &amp; Co. KG (formerly ASTA Medica GmbH).</li></ul>
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### **Translation education**

City University Division Frankfurt Frankfurt am Main	1994 - 2000 Masters - Business Administration International Business Master thesis on the subject of total quality management.
University of Maryland Europe Division Frankfurt am Main	1984 - 1992 Bachelor of Arts - Business Management Minors: German Literature and Management Studies.
Würzburger Dolmetscherschule Würzburg	1975 - 1978 State-accredited foreign-language correspondent (equal to a Bachelor of Arts in today's terms) in German, English and French.

<b>Skills</b>	<ul style="list-style-type: none"><li>• German and English native speaker. Translation fluency in French</li><li>• Detail-oriented, professional, perfectionist, finds the right tone.</li></ul>
<b>Software tools</b>	Word, Excel, PowerPoint, Pages, Numbers, Notes.
<b>CAT tools</b>	Wordfast, Trados files, MemSource, CaféTran, Xbench.
<b>Continuing education</b>	On a regular basis through BDÜ Bundesverband Dolmetscher & Übersetzer, MET, IATET and EMWA.
<b>Memberships</b>	<ul style="list-style-type: none"><li>• MET Mediterranean Editors and Translators</li><li>• BVMW German Association for Small and Medium-Sized Businesses</li><li>• European Medical Writers Association</li><li>• BNI Breakfast Network International.</li></ul>