

Curriculum Vitae

Stephanie Steiner

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Date of Birth: 4 February 1976
Nationality: German



Background

- An experienced and accurate student translator with German (mother-tongue), English (fluent; resident in Hockessin near Wilmington, Delaware, USA, one-year stay) and Spanish (good knowledge, resident in Barcelona 3 months)
- Specialist knowledge in the field of paper industry, commercial translations and charitable texts (Spirulina Programme / Permanent Observer Mission to the United Nations New York)
- Excellent interpersonal, communication and organisational skills (language courses, marketing a language project of a local language school etc.)
- Good teamworker, calm, patient, motivated and used to working to tight deadlines

Skills Summary

- Four years' experience as a translator and multilingual secretary for a leading company in the paper industry which produces durable paper and board qualities for the long-term preservation of both ancient assets and modern data carriers.
 - Translation of English, German and Spanish texts with main emphasis on technical specifications, e. g. translation of an instruction manual for a book measuring device, texts describing the application of products (which were also published on the website)
 - Translation and completion of invitation to tenders (France, Spain, Great Britain)
 - Translation of international advertising and marketing materials
 - Participation at trade fairs & calls on customers internationally, representing the company
 - Organisation of expert workshops (KLUG-Boxing System, German Institute for Standardization - paper industry meetings)
 - Excellent communication skills face to face, on telephone and in writing
 - Familiarity with working procedures in the USA through support service of American clients
 - Effectively orienting new employees to their positions in the sales department, including hosting follow-up meetings
 - Five years' experience as a multilingual secretary within sales and marketing environment, liaising successfully with colleagues, clients and suppliers
 - Excellent administration skills
 - Translation of press releases for United Nations related matters (International Spirulina Foundation, the Diaspora for Africa – CD-release Volume 1, translation of one song of the album, produced by Special Envoy for Peace, Development & Malnutrition, Mr. Alain Nkossi Konda at KoolWave Entertainment, Munich & owner of Afrikool Records, Immenstadt, Germany as well as translation of public awareness rising promotion material (brochures & leaflets) for the International Spirulina Foundation
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Career History

- October 05 – present **Multilingual secretary & Product Manager LinguaActive**
Language School Lingua Viva/, LinguaActive Kempten, Germany
- Freelance student translator
Style of Speech, Kempten, Germany
- March 02 – September 05 **Multilingual secretary / Translator**
KLUG-Conservation GmbH & Co.KG, Immenstadt, Germany
Export Department, Sales & Marketing
- January 02 – March 02 **Private Tutor in German** (freelance work), Marktoberdorf, Germany
- October 00 – September 01 **Executive multilingual secretary**
Export Department, Papyrolinfabrik Wassermann & Co, Kempten, Germany
- February 98 – October 98 **trainee managment assistant in hotel and hospitality, reception desk**
5-star Wellness hotel Schüle 's Gesundheitsresort & Spa, Oberstdorf, Germany
- June 96 – June 97 **Au Pair Girl**
Hockessin, Delaware, USA

Education

- October 05 – June 07 **Student translator & interpreter at Fachakademie Kempten a professional vocational training college for translation studies, Kempten (Language and Interpreters' Institute)**
This private, however state-accredited college (which is a speciality of the Bavarian State and exists only here) offers a three-year, full-time programme in a "first" (English) and "second" (Spanish) foreign language, with an area of specialisation in the field of economics. Cultural studies and computer skills are among the other subjects taught. The entrance requirement is an "Abitur" (equivalent to A-levels & German university entrance qualification), or the "Examination for Multilingual Secretaries". The final examination is the "State Examination for Translators". One can also receive additional training in interpreting, the final examination then being the "State Examination for Translators and Interpreters", administered by the Bavarian State Ministry of Education and Cultural Affairs.
- December 99 **University of Cambridge – International Examinations Certificate in Advanced English – CAE, GRADE C:**
CAE is the second highest level Cambridge ESOL exam, at level C1 of the Council of Europe's Common European Framework of Reference for Languages. One chooses CAE if you are reaching a standard of English that is adequate for most purposes, including social and professional situations, and in higher education - recognises the ability to communicate with great confidence in English and deal with most

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aspects of everyday life. CAE is ideal if one wants to work or study abroad or to develop a career which requires language skills.

December 99

University of Cambridge – International Examinations

First Certificate in English – FCE, GRADE A:

FCE is an intermediate level Cambridge ESOL exam, at level B2 of the Council of Europe's Common European Framework of Reference for Languages. One chooses FCE if the knowledge of English is adequate for many practical everyday purposes, including business and study. FCE indicates sufficient proficiency in English to be of practical use in clerical, secretarial and managerial jobs in many industries, in particular tourism, where contact with English speakers is required. One has the ability to deal with routine letters and telephone enquiries, and to cope with some non-academic training courses and simple textbooks and articles

October 98 – July 2000

BFS für Fremdsprachenberufe Inlingua, Augsburg

a vocational training college for multilingual secretaries

This private, however state-accredited vocational college for the training of multilingual secretaries (only available in Bavaria) is based in Augsburg, Germany.

The college offers a two-year, full-time programme in a "first" (English) foreign language, with business, commercial correspondence and a "second" (Spanish) language as further major areas of study. Office skills are also an integral part of the training. The entrance requirement is at least a medium-level school-leaving certificate or the "Abitur" (equivalent to A-levels & German university entrance qualification). The final examination is the "State Examination for Multilingual Secretaries" – **Grade A**

June 96 – June 97

James H. Groves Adult High School, Wilmington, Delaware (USA)

one-year-evening course for AuPairs (American History and English as a second language) – The credits earned were necessary for the completion of the Au Pair programme

September 87 – May 1996

Gymnasium Marktobendorf (grammar school)

High school diploma with German university entrance qualifications, (similar to A-Levels) in English, Economics, Sports, Maths – **Grade C**

Additional Skills

Relevant IT knowledge

Competent use of Microsoft Products; Word, Excel, PowerPoint, also Corel Draw, ExactPro (inventory control CRM system), Julitec (CRM)

Languages

English (Professional – fluent oral and written)
Spanish (Advanced) French (Scholastic) German (Mother Tongue)

Leisure Interests

classical guitar, Volleyball, Jogging, Travelling, Reading

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Memberships

I am a student member of the BDÜ (Bundesverband der Dolmetscher und Übersetzer), which is the German Interpreters' and Translators' Association (similar to ATA, the American Translators Association or ITI, the British Institute of Translating and Interpreting).