

JOSEPHINE HORLOR

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Date of birth: 30 June 1977
Nationality: British/German

EDUCATION

2017-2020 **University of Bristol**
MA Translation (distance learning)

2005-2012 **University of Leicester**
Postgraduate Diploma in Business Administration (distance learning)

1998-2002 **University of Reading**
B.A. Hons in French and German (2,2)

1998 **Blackpool and the Fylde College**
A-Level: French (A), German (C)
RSA Level 1 – Keyboarding and Word-processing
(Distinction)

1993-1995 A-Level: English Language (D)
AS-Level: English Language (B)
GCSE: Spanish (A)

1991-1993 **Montgomery High School, Blackpool**
GCSE: 9 Grade A, 2 Grade B

EMPLOYMENT

Oct 2017 to date **Horlor Language Services**
Freelance translator and language services provider

Oct 2017 to date **Bayerische Landesbank, Munich, Germany**
Senior Sachbearbeiterin Übersetzung

- Translating from German into English
- Performing quality assurance on translations completed by colleagues and external partners
- Managing translation projects with internal translation team
- Close cooperation with external partners

Feb 2014 to Sep 2017 **Matrix Communications GmbH, Munich, Germany**
Team Lead Translation, Senior Translator and Project Manager

- Managing in-house translation team
- Translating from German into English
- Performing quality assurance on translations completed by colleagues and external partners
- Managing translation projects with external partners and internal translation team

- Jun 2009 to Jan 2014 **Horlor Language Services**
Freelance translator and language services provider
- Jan 2008 to May 2009 **Bayerische Landesbank, Munich, Germany**
Translation Project Manager and Translator
- Managing translation projects with internal translation team
 - Close cooperation with external partners
 - Translating from German into English
 - Performing quality assurance on translations completed by colleagues and external partners
- Jan 2006-Dec 2007 **Ciao Global Media and Research Services, Munich, Germany**
Coordinator Translation Department, proof-reader and translator
- Managing translation projects with internal translation team
 - Close cooperation with external partners
 - Translating from German and French into English
 - Performing quality assurance on translations completed by colleagues
- Sep 2003-Dec 2005 **Inlingua language school, Augsburg, Germany**
English Teacher
- Teaching classes of up to 25 students mostly aged between 16 and 20, as part of a course for foreign language secretaries
 - Teaching both general and business English to small groups of adults, according to the Inlingua teaching method
- Sep 2001-Aug 2003 **Media Report Editorial, Reading, England**
International Media Supervisor
- Supervising a team of International Media Analysts
 - Producing English summaries and translations of French, German and Spanish newspaper articles as part of reports for telecoms and IT companies
 - Liaising with firms in France, Germany, Austria and Switzerland to set up new contracts and maintain existing agreements
 - Proof-reading colleagues' work
 - Sending completed reports by e-mail and voicemail
 - Evaluating tendency of French, German and Spanish articles to form the basis of tailored evaluation reports
- Jul 2000-Aug 2000 **Hays Accountancy Personnel, Wakefield**
Divisional Typist with West Yorkshire Police
- Typing correspondence for four Chief Inspectors and the Divisional Commander
 - Transcribing tapes of police radio transmissions
- Apr 1999-Jun 2000 **Media Report, Reading**
Media Analyst
- Producing summaries of English newspaper articles, which were collated in a daily report for the IT and telecoms industries
 - Scanning French, German, Italian and Spanish publications for relevant articles
 - Responsible for testing a new software system, teaching staff on nightshifts how to use it and acting as a link between the day and night staff.

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|---------------------|---|
| Jan 1999-Nov 1999 | Reading University Students' Union
Receptionist and Administrative Assistant <ul style="list-style-type: none"> • Answering incoming calls and using switchboard • Advising customers on the phone and in person • Supervising team of student workers during Union election periods • Performing general administration duties |
| Jun 1996 – Sep 1998 | Benefits Agency, Blackpool
Disability Benefits Helpline Operator <ul style="list-style-type: none"> • Answering telephone enquiries regarding application procedures and the progress of claims |
| Aug 1995-Aug 1996 | The Hop Inn, Blackpool <ul style="list-style-type: none"> • Preparing and serving meals • Serving drinks |

ADDITIONAL SKILLS

- | | |
|------------------------|---|
| Computing | Microsoft Office
SDL Trados
Transit
Across
MemoQ
Translation Workspace |
| Languages | English: native speaker
French: fluent
German: fluent
Spanish: basic |
| Driving Licence | Full, clean German licence |

INTERESTS AND ACHIEVEMENTS

I am interested in further study and have recently completed an MA in Translation by distance learning. I also enjoy making music and sing in a choir.

REFEREES

To be provided on request.