



alphanumeric assistance

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<http://www.proz.com/translator/1227686>

Freelance Translator

From	Into	Specialist subject areas
German	English (mother tongue)	<ul style="list-style-type: none"> • Accounting & finance • Music & music history • Tourism & travel • Marketing, advertising, PR • Wellness, spa, cosmetics, beauty • Health & nutrition
		Other subject areas
		<ul style="list-style-type: none"> • Business contracts and correspondence • Property descriptions and contracts • Maths & Statistics • Religion • Automotive

Sample translations on the web

http://issuu.com/diablo_media/docs/succeed_0313_gesamtpdf_es_hiresrgb/49?e=1835223/2994893

http://issuu.com/diablo_media/docs/succeed_0313_gesamtpdf_es_hiresrgb/67?e=1835223/2994893

http://issuu.com/diablo_media/docs/succeed_0413_gesamtpdf_es_hiresrgb/88

Professional Education & Qualifications

Qualified member of the Institute of Translators and Interpreters (www.iti.org.uk)

Proz.com Certified Pro since March 2014

University of Vienna, Austria	2005-2006	Germanistik as part of ERASMUS exchange
University of Birmingham, England	2003-2007	BA Hons IIa: German Studies & Music
Association of Accounting Technicians	2014-15	Level 3 Diploma in Accounting

Professional Experience

2013 – current Freelance translator

2007-2013
Global Key Translations Ltd.
Translation project manager with responsibility for managing translation projects, often to tight deadlines and/or budgets. This involved:

- Preparation of written quotations for clients.
- Effective allocation of resources.
- Liaison with clients and suppliers to resolve issues arising.
- Proof reading of documents in various languages.
- Multilingual desktop publishing.
- Maintenance of written and electronic records.
- Secure handling of highly confidential documents.
- Occasional translation of documents from German into English.

Language skills and experience

Dates & Situation

Language skills used & experience gained

2012 – 2013

Translator (within & alongside my full-time employment position)

Wide range of translation jobs undertaken, including:

- Brochure on sponsor benefits for Salzburg Mozarteum Foundation
- Mission statement and overview for Tsarsky Instrumenty violin makers
- Spa guide article for Bolero magazine
- Perfume marketing texts for Jo Malone
- Press releases on digital production of dental prostheses

March 2010

Went as German-speaking member of staff on a music tour to Austria with 40 pupils in years 4-8.

2007-2009

German Tutor

Providing German tuition to pupils in years 6-8 in preparation for Common Entrance exams

Information Technology in use

- Fujitsu AH532 Laptop (Hard Disk 600 GB; RAM 6 GB)
- HP PSC 2355 printer / scanner / copier
- Broadband internet access
- Security software: Microsoft Security Essentials, AVG Antivirus
- Daily backup to Western Digital external hard disk drive
- MS Office Professional 2013: Word, Excel, Outlook, Access, PowerPoint
- Déjà Vu X3 Professional
- Adobe Reader XI