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A HIGHLY COMPETENT AND EXPERIENCED TRANSLATOR WITH A RECORD OF PROVEN FLEXIBILITY, POSSESSING SUPERB KEYBOARD WITH PC & NETWORK EXPERIENCE AND THE ABILITY TO WORK UNDER PRESSURE AND TO STRICT DEADLINES.

#### CURRENT EMPLOYMENT:

4/96	to date	Self-employed translator. German/English translations & vice versa	German Language Centre Dalgety Bay, Scotland.
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As proprietor of the German Language Centre, I have established a successful translation service over the World Wide Web and have undertaken over 1000 individual translation projects either from German to English or vice versa since 4/96. The projects undertaken have included: annual reports, arbitration agreements, articles of association, advertising presentations, audit reports, banking documentation, book reviews, bid specifications, business correspondence, business plans, building specifications and site meetings, career résumés, contracts, contents Management systems, company reports and analyses, copyright proceedings and documentation, court proceedings and appeal preparation, customer web sites, customer services, customs documentation, CV's, divorce proceedings, exhibition and trade fair presentations, EU legislation and social projects, financial documentation and reports, HACCP reports, health and safety information, heritage documents and articles, hospital rules and regulations, house magazines, job descriptions, assessments and performance analyses, insurance documentation, IT documents, lease & rental agreements, legal contracts, documents and agreements, legislation, loan applications and contracts, market research questionnaires, marketing surveys, merger and take-over negotiations, museum documentation, patents, patients charters, press releases, product information, public speeches & presentations, quality management reports, sales reports, software manuals and instructions, stock exchange regulations, tax documentation, testaments, probate and wills, tourist information, training manuals, treaty regulations, trust documentation, works specifications and a complete personal memoir of over 60,000 words.

The companies & organisations I have worked for include: **1st Translation Co. Ltd.** London EC1, GB, **ABC Translations sàrl**, Luxemburg, L, **Graham Aaronson QC**, London WC1, GB, **Active Languages Ltd.** Clitheroe, GB, **Agence Française de Traduction**, Harlem, NL, **Architektenteam Rüdiger Klamp**, Hamburg, D, **Art-Design**, Dessau, D, **Arthur Andersen & Co. Treuhand GmbH**, Vienna, A, **Allen & Overy**, Frankfurt/Main, D, **Aquaforest Limited**, Aylesbury, GB, **Ashworth Tetlow & Co. (Solicitors)**, York, GB, **Audi AG**, Ingolstadt, D, **Audiotex Communication SARRL**, Valence, F, **Axia Energie GmbH**, Düsseldorf, D, **BDO Mann Judd, Chartered Accountants**, Nassau, BAH, **BLP UK Ltd.** Doncaster, GB, **Badhams (Solicitors)**, London WC2, GB, **Bank of Scotland Group**, Edinburgh, GB, **Berrymans Lace Mawer (Solicitors)**, London EC2, GB, **Betty Bossi Verlag AG**, Zurich, CH, **Body Shop International plc**, London, GB, **Brainsells UK Ltd.** Gravenhurst, GB, **Broadbeam Wireless Ltd.** Windsor, GB, **Burger King (Europe)**, Uxbridge, GB, **Dr. jur. Ulrich Busch**, Ratingen, D, **CDA Performance Programmes**, Leeds, GB, **CN Systems International**, Belfast, NI, **Carter Refrigeration**, Birmingham, GB, **Catey AG**, Zürich, CH, **Clariant International Ltd.** Basel, CH, **Clarksteel Ltd.** Peterborough, GB, **CoCo Software Engineering GmbH**, Vienna, A, **communicode GmbH & Co KG**, Essen, **Contech**, Mühlen in Taufers, I, **Coquelicot**, Lioux, F, **Corus Special Profiles**, Saltburn by the Sea, GB, **DB Reise&Touristik AG**, Berlin, D, **DHL Systems Ltd.** Hounslow, GB, **Deichmann Schuhe GmbH & Co. KG**, Essen, D, **DRS Data & Imaging Systems Ltd**, Farnham, GB, **DT Engineering**, Frankfurt/Main, D, **Deloitte & Touche Sport**, London, GB, **Deutsche Bank AG**, Frankfurt/Main, D, **Deutsche Telekom AG**, Bonn, D, **Display-It, The Frame Company**, Omagh, NI, **Doughty Hanson & Co. Real Estate Limited**, London, SW1, GB, **Dresdner Bank AG**, Frankfurt/Main, D, **Rechtsanwalts- und Steuerberaterkanzlei Dreibholz**, Wuppertal, D, **Due Finance Wirtschaftsberatung GmbH**, Düsseldorf, D, **EMV Immobilienmanagement**, Elmshorn, D, **East Merchant GmbH**, Düsseldorf, D, **Ediciones Portol SL - Portol / Mallorca – E, Eloquia Fachübersetzungen GmbH**, Münsingen, D, **Entergy-Koch Trading Ltd.** London WC2, GB, **ENVIPCO Automaten GmbH**, Neufahrn, D, **Euro-Sprachendienst**

Jellen, St Augustin, D, Evidian SA. Les Clayes sous Bois, F, Evotec BioSystems AG, Hamburg, D, Fimatex S.A. Frankfurt/Main, D, Edgar Forschbach, Wissenschaftsjournalist, Brühl, D, GAM Fonds Marketing GmbH, Berlin, D, Gauss Interprise AG. Hamburg, D, getAbstract.com AG, Luzern, CH, Stanley Gibbons Ltd. London WC2, GB, Global Asset Management Ltd. Hamilton, BM, Global Communicators, London W1, GB, Global Linguistics, Washington DC, USA, Gurland Rechtsanwälte, Cologne, D, HTC Hanseatic Trade Center GmbH & Co. Grundbesitz KG, Hamburg, D, Ernst Haban AG, Vienna, A, Hanover Matrix International, London W1, GB, Hastings Printing Company Ltd. St Leonards-on-Sea, GB, Heil Europe Ltd. Dalgety Bay, GB, Hess + Blank - Steuerberater, Frankfurt/Main, D, JK. Hildebrand, Heilpraktiker, Bern, CH, Homola AYH AG, Frankfurt/Main, D, Hotelec GmbH, Heidelberg, D, Houlihan Lokey Howard & Zukin, London SW1, GB, IFR GmbH, Dachau, D, ITN Archive, London, GB, Incas AG, Krefeld, D, Ingenieurbüro Lutat, Mettmann, D, Institut für prä- und perinatale Körpertherapie, Dresden, D, Institute for Employment Studies, Brighton, GB, Intercontinental Brands Ltd. Cleveland. GB, Internationales Eheinstitut, Berlin, D, Interport @, Munich-Brunnthal, D, iq's Innovative Quality Software GmbH, Baden-Baden, D, KBC Financial Products UK Ltd. London EC2, GB, KG Allgemeine Leasing GmbH & Co. Grünwald, D, KMS team (Media & Advertising consultants) GmbH, Munich, D, KPMG Peat Marwick Treuhand GmbH, Düsseldorf, D, Kennedys, (Solicitors), London EC2, GB, Kieser Training AG, Zurich, CH, Koch & Harrington (Attorneys at law), Clearwater, FL, USA, Kraft Foods Inc. East Hanover, NJ, USA, LJL BioSystems, Leatherhead, GB, LEAG GmbH, Bad Hall, A, Lidl U.K. GmbH, London, Lishman Sidwell Campbell & Price (Auditors), Ripon, GB, The Learning Company, Crawley, GB, Lidl UK GmbH, Wimbledon, GB, Lovells (Solicitors), London EC1, GB, Macmillan Reference, London, GB, Macquarie Equities Ltd. Sydney, AUS, Achille & Diana Mauri, Milan, I, Medical Events Ltd. Beckenham, GB, Meiosis, East Malling, Kent, GB, Meridian Translation Technologies, Jerusalem, ISR, Mines Rescue Service Ltd. Crossgates, GB, D, New World Translations, Farnham, GB, Oserve Ltd. London W1, GB, Oxford Asymmetry International plc, Abingdon, GB, Oversætterhuset A/S, Frederiksberg, DK, Paul, Hastings, Janofsky & Walker LLP, London EC2, GB, Pixel Innovations Ltd. Hemel Hempstead, GB, Prentleikni - 200 Kopavogur – IS, PricewaterhouseCoopers AG, Basel, CH, Princes Group, Liverpool, GB, QA Taskforce, Cannock, GB, Risk Waters Group, London, GB, Rolls-Royce, Dunfermline, GB, The Royal Logistic Corps, Aldershot, GB, Royal Mail (Consignia plc), Milton Keynes, GB, Sasol, Johannesburg, ZA, Schloss Fasanerie, Eichenzell, D, Smith Alling Lane (Attorneys), Washington DC, USA, Spreewaldkonserve Golßen GmbH, Golßen, D, Städtisches Hospital, Munich, D, Star 21 Networks, Frankfurt am Main, D, Susbauer PR, Cologne, D, TEAMworks Clinical Services Ltd. Guildford, GB, TLDallas (International Risks) Ltd. London EC3, GB, T-Nova AG, Bonn, D, Tele Columbus GmbH, Hanover, D, TelQuest International, Miami, FL, USA, Terrafinanz Terrain- und Wohnungsbau-Gesellschaft mbH & Co. KG, Munich, D, TransCAT (CAE Software) GmbH, Wiesbaden, D, TransPerfect Translations Ltd. New York City, USA, Turegum Versicherungs-Gesellschaft, Zurich, CH, Universum Verlagsanstalt GmbH KG, Wiesbaden, D, US Navy Recruitment, Milwaukee, Win, USA, Valmet Corporate Services Ltd. Gibraltar, GBZ, Volkswagen AG, Wolfsburg, D, Walsall Security Printers Ltd, Walsall, GB, warp, London SW11, GB, waterlogic international, Wembley, GB, Weber Übersetzungen, Gebenstorf, CH, Wella AG, Darmstadt, D, WorldOne Research Ltd. London SE1, GB, , Xpect Leisure plc, Weybridge, GB, Yahoo, Munich, D, York Place Company Services Limited, Leeds, GB, Youd Andrews, High Wycombe, GB, Zikro Publicidad S.L. Son Ferriol / Mallorca E

#### SOFTWARE AND EQUIPMENT:

2 X Pentium PC's with 2GHz processors and 1.5 GB RAM total HD capacity 560 GB connected by network card using the Windows XP Pro operating system , 2Mbs ADSL connection – laser printer & all-in-one hp d135 fax scanner & ink jet printer – backup via DVD internal all format writer and external 80GB hard disk

MS Office XP including MS Publisher, Lotus Smart Suite Millennium, Star Office v6.1, Adobe Acrobat Writer v5, Adobe Photoshop v6, Trados 6.5 Freelance with MultiTerm 2003 Release, Norton Internet Security & Antivirus Scanning of all emails.

**TRANSLATION REFEREES:** on application

#### PREVIOUS EMPLOYMENT:

1967	1984	<p>Various positions in Düsseldorf amongst others with Thyssen, Salzgitter, Mannesmann, culminating in a post as Senior Secretary with a US commodity broker between 77-84 which included English correspondence and administrative work.</p> <p>I also undertook regular transcription work for a patent lawyer practice and in respect of doctoral theses for postgraduate students as a second job.</p>	<p>Primary Industries Trading GmbH. Düsseldorf Germany</p>
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1984	1988	Teaching German as a foreign language in Scotland	
1988	1995	English/German translator/interpreter. After leaving the RMP in 1995 I started undertaking regular translation projects on a freelance basis.	British Royal Military Police Celle, Germany
	1996	Return to Scotland. Teaching German as a foreign language.	
04/96	04/97	Self-employed translator. German/English translations & vice versa	
05/97	To-date	Proprietor German Language Centre cooperating with freelance translators and proofreaders in specialist subjects	German Language Centre Dalgety Bay, Scotland

**QUALIFICATION:**

1967	Certificate in Business English [Communication skills, comprehension skills, translation skills]	Chamber of Industry and Commerce Düsseldorf Germany
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