

# RESUMÉ

## Jana Christina Uhlik

*Translation ▲ Localization ▲ Editing  
English - German*

- Send an **e-mail** to [janauhlik@gmail.com](mailto:janauhlik@gmail.com) or [juhlik@hughes.net](mailto:juhlik@hughes.net)
- Send an **instant message** via Skype: janauhlik or MSN messenger: [jcuhlik@hotmail.com](mailto:jcuhlik@hotmail.com)
- **Meet** Jana C. Uhlik at **LinkedIn**: [www.linkedin.com/in/janauhlik](http://www.linkedin.com/in/janauhlik)
- **Call** Jana C. Uhlik at (+501) 666 1370 or (+501) 601 6246
- Send a **letter** to Jana C. Uhlik, Whistling Ducks Farm, PO Box 189, San Ignacio, Cayo District, Belize, Central America
- **Website**: <http://www.proz.com/profile/32084>

### SPECIALIZATION

IT general, computer hardware and software, online help, website localization, networking equipment, security devices and software, telecommunications, Internet, online training modules, tests and exams, eLearning, social networking, questionnaires, commercial correspondence, corporate ethics, hotel trade and tourism

### EXPERIENCE

2001 – Present      Freelance Translator, Belize, Central America

*Translation, proofreading, editing and localization of technical documents*

2001 – 2004      Red Shepherd Translations GmbH, Munich, Germany, now Ampertrans

*Freelance Translator and Webmaster*

2001 (August)      CyberDifference.com Phoenix, Arizona, U.S.A.

*Web Research (120 hours) for German SEO Web Report*

1999 – 2001      Red Shepherd Translations GmbH, Munich, Germany, now Ampertrans

*Chief Project Manager and Translator for technical translation company*

1986 – 1999 BMW AG, Munich, Germany

*Purchasing Officer for IT equipment*

*System Coach for in-house workers and Rover colleagues in Birmingham, England*

1985 – 1986 UNA-DAT IT Consulting, Munich, Germany

*Technical Writer for IT documentation*

1981 – 1985 Reuther GmbH, Munich, Germany

*Secretary with Foreign Languages, Account Executive*

## WORKING ENVIRONMENT

**Word Processing/DTP programs:** MS Office 2013, LibreOffice 4.2

**CAT tools:** SDL Trados Studio 2014, SDL Trados Synergy 2007, Passolo 6, 7, 8, 9 and 11 Translator Edition, Alchemy Catalyst 9.0 and 10.0 Translator, Idiom 9.0, Helium 6.1, MS Localization Studio 6.12, MultiTerm 2014, Poedit, MemoQ 6.2, DejaVu X2, DejaVu X3

**Graphic programs:** Corel PaintShop Pro X4

**Other programs:** XBench, Verifika, Change Tracker, AcroLexic, CutePDF Professional

## EDUCATION

1980 Diploma as Legal Assistant, Munich, Germany

1978 – 1980 Apprenticeship at Chambers of Lawyer Armin Baron von Oefele, Munich, Germany

1966 – 1978 Primary and Secondary education completed in Germany and Australia. Diploma from Salvator Secondary School, Munich, Germany

## MEMBERSHIPS

**ATA** (American Translators Association) – Associate Member

**ITA** (Israel Translators Association) – Member

**tekomp** (German professional association for technical communication and information development) – Member

**Rotary Club of San Ignacio** – Board Member from 2001 to 2011, Club President 2011/2012

**Translators without Borders** – Participating Translator