

## CV of Heike Kurtz

Address Heimensteinstr. 10  
73230 Kirchheim unter Teck  
Germany

Phone (+49) 7021/860372

Fax (+49) 7021/860373

Email mail@heikekurtz.de

URL www.heikekurtz.de

Native language German

Source languages English, French

Topics: (Foreign) trade, business, finance

### Professional Experience:

Since 1998 Freelance translator, working mainly for customers in Germany  
Projects for end customers Siemens, Commerzbank, Crédit Lyonnais, Hypo-  
Vereinsbank, EADS, European Council for Environmental Issues and more

1992 – 1998 Secretary to the management in different German companies:  
  
Deutsche Vitrohm GmbH & Co. KG, Pinneberg (1992)  
Engcotec Engco Advanced Technology GmbH, Stuttgart (1992 - 1994)  
Vestisches Medien-, Kommunikations- und Dienstleistungszentrum VMKD,  
Herten (1994 - 1998)

1991 Internship at the ADERLY (Association for the Economic Development of the  
Lyon Region) within the Chamber of Commerce in Lyon, France

### Qualifications:

1992 Diploma "European Secretary" from the European Secretarial Academy  
(Seat Vienna) in four languages (German, English, French, Spanish)  
fields of specialisation: economy, international trade

1991 Diploma "Foreign Language Secretary" in three languages (German, English,  
French)

### Office equipment:

Hardware PC, Fax, Modems, CD and DVD burner, Laser and Inkjet Printer, Scanner,  
DSL internet connection

Software Microsoft Office XP, DejaVu, Abby Fine Reader + various other tools