

PROFILE Sociable, enthusiastic, adaptable individual. Fluent German-speaker and has been self-employed overseas. Experienced in IT, marketing, translation and administration.

EDUCATION **MA Information & Communication Sciences: Human Aspects of Information Technology**
University of Tilburg (the Netherlands), accepted to start in August 2011

BA German and Politics

University of Leeds, Sept 2004 - May 2009 (high 2-1, with First in German)

Politics (in German) Study Abroad (Erasmus Scheme)

University of Bonn, Oct 2006 – July 2007

Stroud High School for Girls, Sept 1997 – June 2004

Advanced Extension Award (English), June 2004 (Distinction)

A2 (German, English Literature, Politics, Psychology), June 2004 (ABBB)

AS (Law, Economics), June 2003 (CC)

GCSEs (inc. English, Maths, Science), June 2002 (3 A*s, 3 As, 2 Bs)

School Prizes Information Technology and German

EMPLOYMENT HISTORY **Self-employment. Bonn, Germany / Leeds, UK / Nottingham, UK**

Translator

Sept 2006 - present

- Translate legal contracts, reports for government ministries, business correspondence, real estate contracts, technical manuals, user guides, websites, medical and marketing texts
- Proofread, correct and review translations by others
- Regionalise translated texts for use in British film and TV industries
- Positive relationships with clients by paying attention to detail and prompt delivery
- Webmaster and creator of corporate site and translation blog at www.lingocode.com
- Primary specialisations in IT, Technology, Business and Finance (inc. associated contracts)

Texts include:

- IT / Technology: software manuals (inc. SAP), IT journalism, in-game scripts, game manuals, parts descriptions, hardware / software presentations, software localisation ^{T P R}
- Business / Finance: SAP manuals, business journalism, finance reports, bank contracts ^{T P I}
- Marketing / Tourism: PR firm website translation, in-flight magazine, brochures, client newsletters, promotional material, tailored CVs / resumes for various markets ^{T P}
- Journalism: IT, business, marketing, politics, general interest ^{T P}
- Legal: project cooperation agreements, contracts, rental agreements, statement of terms ^{T P}
- Environmental Technology: regular translator of environmental technology industrial journal, government, energy industry reports, technology analyses, research proposals ^{T P}
- Technical: dentistry parts listings, automotive manuals and surveys, engineering ^{T P I}
- Medical: drug test reports, medical surveys, medical press releases, operation reports ^{T P}
- Government / Politics: government transport reports, international cooperation agreements (charities), financing reports, official correspondence, research papers ^{T P}

KEY ^T translation, ^P proofreading, ^R regionalisation, ^I interpreting

Sept 2009 – Oct 2009 **AST Language Services. Nottingham, UK**

Translator / IT and Communications Support

- Translate contracts, technical documents, business correspondence, marketing texts
- Meticulous online and dictionary research to ensure accuracy of tone and content
- Proofread, correct and review translations by others
- Ensure prompt delivery of proofread translations to clients
- Research, compare and select appropriate voice-over-internet telephony hardware systems and service plan providers and plan implementation of new telephony system
- Repair and maintain user PC and disused server
- Departed on good terms to resume freelance translation career

Sept 2007 – Aug 2008 **Self-employment. Bonn, Germany**

English Teacher

- Teach businesspeople (at Deutsche Post, Postbank, etc.) and private individuals
- Teach passengers on board a high-class German cruise ship
- Formulate unique learning strategies tailored to individual tastes and requirements
- Develop strong interpersonal skills through working with people from various backgrounds
- Manage awkward group situations, e.g. expression of offensive racial sentiments
- Formed many productive working relationships and lasting personal friendships

- Aug – Sept 2007 **Inca Pro. Bonn, Germany**
Interpreter
- Coordinate design, manufacture and trade with foreign partners through internet messaging, telephone and meetings.
 - Apply language skills and diplomacy to avoid offence and ensure comprehension as neither employer nor his partners were native speakers of English or German
 - Training in relevant import/export regulations and how to act on employer's behalf
 - Gain insight into practical, financial and organisational problems faced by small businesses
- July – August 2006 **Price Waterhouse Coopers. Leeds, UK**
IT Marketing Administrator
- Analyse Price Waterhouse Coopers' (PWC) client relationship management system (CRM) and devise a means of data transferral
 - Self-starter: little information available meant conducting research & trialling strategies through active coordination with other offices and departments
 - Support the Partner's secretary when required
 - Research client interests to aid direct marketing
 - Improve corporate awareness through PWC training in data security and standard protocols
- July 2004 – August 2006 **Various Temp. Agencies. Gloucestershire and West Yorkshire, UK**
Various Roles
- Roles including Call Centre Agent, Audio Typist, Copy Typist, IT Administrator, IT Support, Technical Secretary, HR Assistant, Receptionist, Telephone Interviewer, Data Entry
 - Long term experience in office work, from age 15 as Office Junior
 - Improved interpersonal skills through professional contact with a variety of people
 - Experience of multiple sectors (engineering, IT, finance, engineering, catering, media)
- VOLUNTARY WORK** **Various local, national and international charities and social enterprises.**
Pro Bono Proofreading and Translation
- Various one-off and ongoing proofreading, desktop publishing and translation of a wide variety of texts for pro bono clients (inc. Animal Aid, Lush Campaigns, El Hogar de Luci)
- Sept 2005 – present **Collegum Josephinum Gymnasium. Bonn, Germany**
Volunteer Teacher
- Develop a project concept and lesson plans to be taught unassisted
 - Awarded prize for achievement at special ceremony attended by the Mayor
- Jan – March 2007 **Leeds University Union. Leeds, UK**
General Student Representative
- Weekly meetings regarding daily running of the University Union and student issues
 - Involvement in many key changes to Union policy, ensuring protection from bankruptcy
 - Proofread proposals to support other representatives, ensuring clarity and accuracy
 - Further elected to represent the University Union at the University Senate
- Sept 2005 – June 2006
- LANGUAGES** **English (UK) – Native** **German (Germany) – Near Native** **Dutch – Intermediate**
Persian (Farsi) – Beginner **Arabic – Beginner** **Turkish – Beginner**
- SKILLS** **Highly computer literate** – Windows, Linux, Mac OS inc. software, hardware builds & set up
Skilled audio and copy typist – UK / US / DE layouts, 75 wpm (copy), 60 (audio)
Experienced in many software packages – OmegaT, SDLX, Trados, Across, MS Office 2003 (entire suite), Open Office, Adobe Photoshop, Adobe Dreamweaver, Adobe Illustrator
Secretarial / PA / HR – experience dating back 8 years
Commercially aware – experience in big & small business, self-employment & local government
Adept communicator – useful in marketing, administration, self-employment & teaching
Enthusiastic team worker – enjoys working with others
- INTERESTS** Country walking, computing, computer games, travelling, private study of foreign languages – as listed above, British comedy, cooking, world and electronic music.
- REFERENCES** **Work**
Susanne Höhnen (employer as both teacher and translator), Bildung und Sprachen, Prinzenstrasse 155, Friesdorf, 53175 Bonn, Germany. Email: info@bildung-und-sprachen.de. Phone/Fax: (+49) 2283868025.
- Academic**
Ingrid Sharp (personal tutor), Department of German, University of Leeds, Leeds, West Yorkshire, LS2 9JT. Email: i.e.sharp@leeds.ac.uk, Phone: (+44) 113 3433509, Fax: (+44) 1133433517.
- Voluntary**
Nichola Turner (former fellow Student Union Representative), 18, Oatland Gardens, Leeds, West Yorkshire. Email: nicturner_85@hotmail.com. Mobile: (+44) 7989 538 694
- ProZ Willingness to Work Again (WWA)** 3 positive entries at <http://www.proz.com/wwa/1221940>