



**Tanja Spath-Nagazi**  
born on 29<sup>th</sup> March, 1972

**Examined foreign  
language correspondent  
bsb<sup>1</sup>**

**Translator  
for the English and  
French language**

**Native language: German**  
**Source languages: English and  
French**

**Translation rate per 1000 words: €  
70.00**

**Proofreading rate per 1000 words: €  
23.00**

**No minimum charge**

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- 1999 Berlitz Certificate: **English for the Secretary**
- 1998 Berlitz Certificate: **El Español de los Negocios**
- 1998 **Oxford Examination in English**, Higher Level
- 1997 Final examination: **examined foreign language secretary** for **English** and **French**, passed with excellent grades (Bénédict - European Business Academy, Saarbrücken, Germany)
- 1996 Final examination: **examined foreign language correspondent** for **English** and **French**, passed with excellent grades (Bénédict - European Business Academy, Saarbrücken, Germany)

Translation of the following languages:

- ✓ **German**
- ✓ **English**
- ✓ **French**

**Operating system and software:**

Windows XP  
Microsoft Office 2007, Adobe Reader, Winzip,  
OmniPage 18, F4\_2012 (transcription software) Mozilla  
Firefox, Internet Explorer

**Qualification Profile**

I translate in the following areas:

**Technical** documents:

- ✓ Operating guidelines and instructions
- ✓ Manuals
- ✓ Machine descriptions
- ✓ Handling instructions
- ✓ Material and safety data sheets etc.

**Commercial** documents:

- ✓ Business reports
- ✓ Annual financial statements
- ✓ Lectures
- ✓ Presentations
- ✓ Information brochures etc.
- ✓ Inquiries
- ✓ Offers
- ✓ Order confirmations
- ✓ Terms of payment and delivery etc.

The areas listed above are only an extract from my field of work. Based on my **15 years experience** as well as pertinent specialist dictionaries, glossaries and terminologies, each new project will be executed with the **utmost care, punctuality and reliability.**

<sup>1</sup> bsb: Federal Association for Secretariat and Office Management