

EN - GE Translator ▀ Proofreading ▀ DTP ▀ Localization ▀ Language Tutor

CAREER SUMMARY

Highly skilled and experienced technical translator/language instructor with 15+ years of experience with a keen eye for details – specialized in software manuals, HTML help, Web sites, UI strings, and marketing materials. My in-depth knowledge of software-related translation and proficiency with software such as Trados Studio, FrameMaker, RoboHelp, and Xbench allows me to consistently deliver high-quality translations in the target language. Among others, my experience as an in-house and freelance translator includes translation project management, image localization, proofreading, and DTP of the translated documents in a variety of file formats.

PROFESSIONAL BACKGROUND

FREELANCE TRANSLATOR **PRESENT** and **04/2002 – 07/2010 and 06/1992 – 04/2001**

Translator and proofreader for a variety of agencies and customers (e.g. *Aldata, Cogen, Crossdoc, Prepoin, Nordtext, Pactera, Applied Language Solutions, Professional Translations, Techtrans*).

SENIOR TRANSLATOR (since 01/2011) / **TRANSLATOR** (until 12/2010) **08/2007 – 12/2014**

MICROSTRATEGY – COLOGNE/GERMANY (Cologne and home office)

Providing high-quality translations in form of online helps, manuals, UI strings, and marketing materials for the German market and improving the quality of the English source files by reporting all found mistakes, inconsistencies, omissions and queries to the documentation team.

- I translated all software strings, necessary manuals and online helps for the company's desktop, Web, and mobile software to ensure German customers have the latest information available in their mother tongue. This also included the translation of marketing material and general correspondence from English into German and vice versa.
- To make sure all translated products were available in best quality for German customers, I proofread all translated files, and performed DTP (Word/FrameMaker) on manuals and functional testing of translated online helps (HTML/RoboHelp).
- To make manuals and online helps more appealing for the German market, I took screenshots of the German UI and localized images, tables and graphs into the target language.
- I trained and mentored junior translators in the usage of all software programs used for translation and related tasks, and I provided linguistic support and helped troubleshooting software problems.
- To assure a smooth translation process, I tested new Trados software versions and created brief instructions with descriptions of new or changed functions for other in-house translators before other in-house translators started using this software.

TECHNICAL TRANSLATOR **05/2001 – 03/2004**

JDA Software GmbH – Düsseldorf/Germany

Sole responsible translator to provide all translated and localized content for the German market.

- Software translations (resources, online help, manuals) from English into German with Trados and Passolo software. Image localization for the German market.
- Technical and linguistic revision and testing of all translated programs and all related documents.
- Compiling and testing of translated software.
- Maintenance of glossaries of terminology data bases
- Placing of translation duties to additional freelance translators – project management.
- Translation of marketing documents, brochures and general correspondence
- Translation and maintenance of German JDA website
- Proofreading of all German and English texts.

TRANSLATOR and LANGUAGE INSTRUCTOR **03/1995 – 04/2001**

Sprachschule Schröder & Schröder – Düsseldorf/Germany

Instructor for company in-house German, English, and Spanish courses. The rest of my work included translations of marketing materials for a variety of customers (e.g. Mango), general correspondence, and educational materials.

TRANSLATOR and INSTRUCTOR FOR COMPUTER APPLICATIONS **05/2000 – 12/2000**

Trefz & Partner – Düsseldorf/Germany

Responsibilities included preparation and conduction of courses focusing on working with Word, Excel, and PowerPoint. While working offsite on a project for a customer (WestLB – a former major German bank), I was an instructor and the only responsible translator from German into English for this customer's Client Relationship Management tool and its manual and online help.

INSTRUCTOR FOR GERMAN AND COMPUTER APPLICATIONS **10/1993 – 11/1999**

Euro-Sprachschulen – Düsseldorf, Viersen, and Mönchengladbach

Instructor for German, Word, and Excel for new immigrants to Germany.

INSTRUCTOR FOR GERMAN **01/1993 – 12/2000**

Berlitz – Düsseldorf, Wuppertal, and Krefeld

Preparing and conducting language courses for German as a foreign language.

PROOFREADER, TRANSLATOR AND INTERPRETER **10/1991 – 06/1993**

Übersetzungsdienst C. Baumeister – Krefeld

Responsible for proofreading texts translated by freelance translators in German, English, Spanish and Italian; translation of different short texts (English – German) that had to be translated at short notice; various assignments as English-German interpreter at different occasions, mostly business meetings.

INSTRUCTOR for GERMAN, ENGLISH, AND NATURAL SCIENCES **10/1990 – 09/1991**

Schüler-Hilfe – St. Tönis

Private lessons for scholars (all grades).

INSTRUCTOR for English, Italian, and Spanish **08/1990 – 09/1992**

Förderkreis Wesel (various locations)

Language instructor in the field of adult education.

UNIVERSITY EDUCATION AND TRAINING

COURSE OF STUDIES: TRANSLATOR ENGLISH AND SPANISH - (3rd Language: Italian) **1987 – 1993**

Focusing on economy, technics and law at *Fachhochschule Köln*

Certificate: DIPLOM-ÜBERSETZER (GRADUATE TRANSLATOR)

LANGUAGE COURSE STAYS in London/UK and Naples/Italy **1986 – 1987**

COURSE OF STUDIES ROMANCE LANGUAGES AND LITERATURE (Italian/Spanish) and ANGLISTICS **1984 – 1986**

Heinrich-Heine-Universität Düsseldorf (Grundstudium)

COMPUTER LITERACY

Windows 8 and earlier; Microsoft Office 97 - 2010; RoboHelp 7 - 11 ; Passolo; Trados 7 – Trados Studio 2014; Adobe FrameMaker 6 – 8; PhotoShop; VMWare vCloud; SnagIt 10 - 12; Xbench; etc.

References provided upon request