

RESUME

Personal information

Name: Rimma Kehr-Gefner
Address: Berliner Str. 19, 40880 Ratingen
Tel./Fax: (+49) 02102-447273
Date and place of birth: July 30, 1960, Voronezh, Ukraine
Marital status: Married
Nationality: German



Education

1971 - 1977 Informatics und measuring techniques,
Technical Engineering University, Kiev

Engineer Diploma: Electrical Engineering, Informatics and Measuring
Techniques

September - December 1986 Economy and accounting, University of Economy Science, Kiev

1987 - 1989 German, English, Linguistics, High-School Teacher,
National University, Donetsk

Master Diploma: Translator in English and German languages,
High-School Teacher

November 1989 Personal computer techniques, Scientific School Center, Kiev

1990 - 1992 Business English, the First State School of the foreign languages, Kiev

1992 - 1993 German Special Course for Engineers, DAA, Gelsenkirchen

1993 - 1994 Software Development Engineering, Siemens Nixdorf Training Center, Bochum

1996 - 1997 Practical Training for Engineers, the Technical Academy Wuppertal (TAW),
Bochum

1998 - 1999 Doing Business in the Office, Berlitz, Ratingen

February 2007 Web-Design with Dreamweaver 8.0, VHS, Dusseldorf

March 2007 Web-Design with FrontPage 2003, VHS, Dusseldorf

June 2007 Business establishment seminar, WIPA, Dusseldorf

2009 - 2010 SAP R/3 4.6, TERTIA, Dusseldorf

Languages

English - native speaker
German - native speaker
Russian - native speaker
Ukrainian - native speaker

Work Experience

- 1977 – 1981 Software engineer for the Industry Construction Systems, Experiment Constructions Office of Automatics, Kiev
- Project engineering, development of an automatic control system for chemistry
- 1981 – 1988 Department Manager, Information Computing Center of the Ministry for Special Constructions of Ukraine, Kiev
- Project engineering, software development, teacher for Ministry employees
- 1988 – 1989 Center Manager, Informatics Center of the Service and Repair Factory, Kiev
- Software development, customer instructions development, customer service, teacher for PC users
- 1989 – 1990 Department Manager, Scientific and Production Center Agropolitech, Kiev
- Software development, customer instructions development, customer service, teacher for PC users
- 1990 – 1992 Owner, small computer enterprise Intersymbol, Kiev, Ukraine
- Software development, customer instructions development, customer service, teacher for PC users
- 1993 – 1997 Freelancer translator and interpreter, Translations Offices in Bochum, Heme, Recklinghausen, Gelsenkirchen
- Translations and consecutive interpretations English-German-Russian-Ukrainian
- March 1997 - August 1997 Operator, Rank XEROX AG, XBS-DC Ratingen
- Development and proof of documents, maintenance of copying systems, customer service
- January 1998 - February 2007 Technical Writer, NEC Electronics (Europe) GmbH, Dusseldorf
- Creation of technical documentations, technical translations German-English, drawings, layout, standard, templates, creation of documents and drawings database, corporate design
- July 6, 2007 Owner, Translation Office Rimma Kehr Intersymbol
- Technical translations English-German-Russian-Ukrainian in all combinations, computer courses, language courses, IT project management, organization, creation and production of technical documentations, software development, desktop publishing, web design, customer service

Informatics Qualification

Standard software: MS DOS, WINDOWS, UNIX/SINIX, OS/2, SUSE LINUX

Application programs: Word, Excel, Access, Power Point, QuarkXPress, InDesign, Frame Maker, PageMaker, Illustrator, Photoshop, Corel Draw, FreeHand, Visio Designer, Adobe Acrobat Professional, Dreamweaver, FrontPage, SAP R/3

Computer languages: C, C++, dBase, Clipper, FoxPro, Visual dBase, Visual Basic

CAT tools

MemSource, WordBee, SmartCat, Crowdin, OmegaT, XTM, LIFT

January 02, 2020

