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PROFILE

Senior Translator with a wide range of experience in many different translation fields specializing in

- Automation (hardware and software descriptions, manuals, user guides)
- Mechanical engineering
- IT (software manuals, user documentation, localis/zation)
- Telecommunications (hardware and software descriptions, manuals, user guides)

Primary focus is always on quality with customer satisfaction the main aim. No deadline ever missed.

MAJOR ACHIEVEMENTS

- Introducing and managing the TM system (STAR Transit) at several of the companies that I worked for
- Systematizing and streamlining translation management
- Increasing sales and profits in the translation sectors of the companies that employed me

EXPERIENCE

2003 to date: IT2media GmbH & Co. KG, Nuremberg Germany

2003 to date: Senior Translator, Translation Manager/Documentation Manager

IT2media is an affiliate of the largest telephone directory publisher in Southern Germany providing IT services including SAP programming and customizing and software development in the field of sales rep financial control, advertising and phonebook listing sales.

- Responsible for authoring and translation of all the company's technical documentation (90% DE-EN, 10% EN-DE) using Adobe FrameMaker and STAR Transit. In charge of conversion of existing documentation from Winword to FrameMaker.
- Responsible for introducing, implementing and managing the Transit Translation Memory system.
- Responsible for managing translations carried out by external freelance translators including translation memory management, terminology research and quality control.

1995 to 2003: SYSTEC GmbH, Nuremberg

1995 to 2003: Senior Translator, Translation Manager

SYSTEC GmbH is an SME providing services in the fields of automation, software development and documentation, including programming of FrameMaker add-ons, providing FrameMaker training courses and programming and training for the LABView measurement and automation solution.

- Responsible for introducing, implementing and managing the Transit Translation Memory system.
- Responsible for managing translations carried out by external freelance translators including translation memory management, terminology research and quality control. Many of these translations were carried out using FrameMaker with embedded Adobe Illustrator graphics. The target languages included Dutch, Turkish, Russian, Italian, French and English.
- In charge of translation of all the company's documentary output for internal developments such as the SYSTEC Toolbox for Adobe FrameMaker and LABView add ins including the software user interface, user guides, press releases, advertising material, etc.
- Responsible for outsourcing to freelancers including selection, communication and support, TM management and quality control.

1990 to 1995: Berg Zeitarbeit GmbH, Nuremberg

1990 to 1995: Translator, Office Worker

The company is involved in personnel leasing in the Nuremberg area to large companies needing temporary staff to cover bottlenecks like school holidays, etc. These companies include Siemens, Grundig, AEG and Datev.

- Deployed for 50% of the time as a translator at Siemens Automation Division in Nuremberg and Erlangen. During these periods, I translated under my own initiative all the documentation for products in the SIMATIC family including user manuals, software guides, hardware descriptions, etc.
- At other times, I was deployed as an office worker in various companies in the area.

Prior to 1990, temporary factory work for employment agencies including Manpower as well as a period of freelancing as a translator for various agencies in the Nuremberg area.

QUALIFICATIONS / EDUCATION / SKILLS

BA (Hons) 3rd Class in Applied Languages and Marketing from Liverpool Polytechnic (now John Moores University) (1977)

A Levels: German [D], French [C]

CAT Tools

- Transit XV Transit NXT – Excellent working knowledge and experience of using the program (Transit XV available)
- Trados/Trados Studio Freelance 2011 – Good working knowledge of the program (both versions available)
- Déjà Vu X2 Version 8.0.533 – Available, no experience of use yet
- memoQ Version 5.0 – Available, no experience of use yet
- Across – Some experience of use online

General Applications

- Excellent knowledge of Winword (Office 2007 available)
- Good knowledge of Excel
- Excellent knowledge of FrameMaker (Version 9 available)