

# Curriculum Vitae

BEATRIX METT

Education: 1974-83: Gymnasium Pullach, Grammar School in Munich, Federal Republic of Germany, 1993-96 University of Essex, Colchester (BA, Hons), 1996-97 University of Essex, Colchester (MA), 2001 European Computer Driving License (ECDL) British Computer Society, University of Essex, Colchester, Essex, United Kingdom

## Personal details:

Name: Beatrix Sigrid Mett  
Date of Birth: 23. October 1962  
Place of Birth: Offenbach am Main, West-Germany  
Nationality: German since 1962 and British since 2009  
Address: 41 Peto Avenue  
Colchester  
Essex CO4 5WH  
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Website: [www.germantranslationservices.com](http://www.germantranslationservices.com)

## Sworn Translator, Sole Trader, Employer

Since 2001 Accredited and qualified Translation Service Provider in the language combination English <> German  
Project Manager for large projects in the special fields:  
Law and Business

2001 15 000 words English publisher's sample from the textbook  
"Second Language Learning and Language Teaching" – Vivian Cook, Arnold, London, UK, 2000, [vivian.cook@newcastle.ac.uk](mailto:vivian.cook@newcastle.ac.uk)  
University of Newcastle, Newcastle, England, UK

2003 20 000 words German publisher's sample from the novel  
"Nirgendwo in Afrika" – Stefanie Zweig, Buchverlage Langen Müller Herbig, München, Germany, 2003,

Jul 2010-2015 Provided four Internships in agreement with the University of Essex Wivenhoe Park, Colchester CO4 3SQ, UK

Since 2011 HMRC registered employer for qualified Translators for the language combination German <> English

## Education and qualifications in the Federal Republic of Germany:

1974-83 Grammar School Gymnasium Pullach, Munich  
European Baccalaureate, equivalent to A-levels:  
English Language, German History, German Language, Biology,

1984-85 Sabel-School of Economics, Sabelschule, Munich, FRG  
Secretary Diploma

## Employment overseas:

1985-86 Secretary in the Directory of the broadcasting station Bayerischer Rundfunk in Munich

1989-90 Joined husband, Secondary Teacher in Mathematics on the British Council's Fulbright Teachers Exchange Programme to Pensacola, Florida, USA

## Education and qualifications in the United Kingdom:

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1993-96 BA Honours Language Studies (English, German, French)  
University of Essex Wivenhoe Park, Colchester CO4 3SQ, UK  
1996-97 MA Applied Linguistics (Dissertation: German Verb Valence)  
University of Essex Wivenhoe Park, Colchester CO4 3SQ, UK

### Part-time teaching post in the United Kingdom:

1991-94 Harwich Adult Education Centre, German  
for Beginners  
1992-93 DFDS- Ferry Company, Business German  
1993-97 University of Essex, Conversation class  
2001-02 Thurstable Secondary School in Colchester, Essex CO5 0EW  
2002-03 Tutor for Translation Studies, long-distance learning  
National Extension College in Cambridge, CB2 2YE  
2003-05 Assessment and Qualifications Alliance (AQA)  
Assistant Moderator for GCSE German

### Administrative posts:

1999-2005 Clerical Assistant - Department of Computer Science Estate -  
Management Section - Department of Literature - Anglia South  
Open College Network  
Full-time Assistant Administrator - Department of Health and  
Human Sciences  
University of Essex Wivenhoe Park, Colchester CO4 3SQ, UK

### Professional Development and Certifications:

Since 2001 Obtained European Computer Driving Licence (ECDL), British  
Computer Society at University of Essex  
Since 2009 Obtained Certificate of BS EN Standard 15038 for quality in  
translation in the language combination English into German,  
ProZ.com Headquarters, Syracuse, NY 13201, USA  
[http://cdn.proz.com/certificates/pro/pro\\_certificate\\_27356.jpg](http://cdn.proz.com/certificates/pro/pro_certificate_27356.jpg)  
Since 2012 Obtained Certificate of BS EN Standard 15038 for quality in  
translation in the language combination German into English,  
ProZ.com Headquarters, Syracuse, NY 13201, USA  
[http://cdn.proz.com/certificates/pro/pro\\_certificate\\_27356\\_2.jpg](http://cdn.proz.com/certificates/pro/pro_certificate_27356_2.jpg)  
Since 2016 Chartered Linguist, Chartered Institute of Linguists, (CIOL),  
London, UK

### Professional Affiliations:

Since 1998 Member of the Chartered Institute of Linguists, London, UK  
Since 2006 Member, ProZ.com Network, New York, USA  
Since 2010 Member, Federal German Translator's and Interpreter's  
Association ( Bundesverband für Übersetzer und  
Dolmetscher, BDÜ), Berlin, FRG  
2012 – 2013 Essex Chambers of Commerce, Colchester, 8,9 Peters Court,  
Colchester, Essex CO1 1WD  
Since 2016 Committee Member and Treasurer of the Division Business,  
Professions and Government (BPG), Chartered Institute of  
Linguists (CIOL), London, UK  
Since 2016-2017 Treasurer of the Translating Division, (TD), Chartered Institute of  
Linguists (CIOL), London, UK  
Since 2016 Committee Member of the Translating Division, CIOL, UK  
Since 2017 Fellow of the Chartered Institute of Linguists (CIOL), London, UK  
<http://www.ciol.org.uk/member-check/profile/26510/9963>

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### **Personal activities:**

- Since 1981  
2004 - 2009
- Holder of a valid car driving licence  
Member of the Alumni Subcommittee of the Development & Alumni Relations Office, University of Essex, Colchester, Essex, United Kingdom
- Since 2004
- Active Alumni supporter at Development and Alumni Relations Office Communications and External Relations  
University of Essex, Wivenhoe Park, Colchester Essex, CO4 3SQ, United Kingdom
- Since 2011
- Participant of the annual graduation ceremony as Alumni representative of the University of Essex, University of Essex, Wivenhoe Park, Colchester CO4 3SQ, UK
- Since 2012
- Participant of the All-Party Parliamentary Group on Modern Languages, chaired by Baroness Jean Coussins (CB)
- Since 2015
- Mentor for undergraduate students, Employability and Careers Centre, University of Essex, Wivenhoe Park, Colchester CO4 3SQ, UK
- Since 2019
- Member of the Court of the University of Essex, Corporate Governance, University of Essex, Wivenhoe Park, Colchester CO4 3SQ, UK

### **Publications:**

- 2014-present
- Webinar: How to become a freelance translator for translation agencies worldwide  
ProZ.com Headquarters, Syracuse, NY 13201, USA

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**Referees:**

Upon request