

CURRICULUM VITAE

Clare Clarke Dip TransIoLET MCIL

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Nationality: British

EDUCATION

- 2007 Staatliche Fremdsprachenschule, Hamburg, Germany
IOL Diploma in Translation (German)
One general translation (distinction), two semi-specialised translations in literature (merit) and social science (pass)
- 1997–1998 Manchester College of Arts and Technology
Postgraduate Diploma in European Business Administration (German/French)
- 1993–1997 Manchester Metropolitan University
BA (Hons) in Modern Languages and Literature (German/French)
Second Class Honours (Second Division)
- 1990–1993 South Tyneside College, South Shields
A levels – French, German and psychology

WORK EXPERIENCE

- Since 01/05 **Freelance Translator (German–English) & Proofreader (English)**
- Translating/adapting/proofreading for clients such as publishers, advertising and translation agencies and the European Commission
- Specialising in advertising, marketing and corporate design, experience in aviation, marine, automotive and IT
- 2001–2004 **Friedrichs & Friends, Sprachenservice für Kommunikation, Hamburg, Germany**
Translator (German–English) & Proofreader (English)
- Translating/adapting advertising and marketing material
- Proofreading English texts with regard to orthography, grammar and linguistic accuracy according to style guides and client briefing
- Compiling glossaries, style guides and dealing with client queries regarding the English language
- Participating in a seminar on business creativity
- 2000–2001 **Fritsch Heine Rapp Collins Agentur für Dialogmarketing und Werbung GmbH (now TRACK), Hamburg, Germany**

Translator (German–English) & Proofreader (English)

- Translating/proofreading agency documents, including business correspondence, presentations, brochures, company website, and adapting headlines and advertising/marketing material for the English-speaking market

1998–1999 **WIENERS+WIENERS GmbH, Ahrensburg near Hamburg, Germany**

Translator (German–English) & Proofreader (English)

- Trainee translator/proofreader from 15/11/98 to 14/5/99
- Translating/adapting/proofreading advertising material
- Checking translations carried out by freelance translators for accuracy and completeness

During my studies:

1997–1998 **Wick Hill Group plc, Guildford, UK**

Translator (IT) – German–English and English–German

1997 **Berner (UK) Ltd., Lancashire, UK**

Translator (chemical) – German–English

1996 **Nissan Motor Manufacturing (NMUK) Ltd., Sunderland, UK**

Interpreter – German–English–German

OTHER QUALIFICATIONS

MS Office 2016 (Word, PowerPoint, Excel), Adobe Acrobat, Internet

SDL Trados Studio 2019

Norskprøve 2 – Level A2 in written/spoken Norwegian

Driving licence