

Application



as Translator

Name, first name: Mentzel, Kerstin

Street: Grüner Weg 3 a

Place of residence: 23611 Bad Schwartau

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Content:
Cover letter
Curriculum vitae
Testimonials

Curriculum vitae

Personal data

Last name, first name: Mentzel, Kerstin
Date/place of birth: 18.05.67 in Bad Schwartau
Marital status: Divorced, 1 daughter

School education

from / to

1977 - 1986 Gymnasium am Mühlenberg, Bad Schwartau
Graduation: Abitur

Vocational training

from / to

1986 - 1989 Apprenticeship as industrial clerk
Nordic Mechanical Engineering
Rud. Baader GmbH & Co. KG

Continuing professional development

from / to

1992 – 1993 Foreign Language Institute Colón, Hamburg
Further training as a foreign language secretary
English, French, Spanish

Professional practice

01/89 - 03/1991	Nordic Mechanical Engineering Rud.Baader, HL Sales Secretary
04/91 - 07/1992	Mast Diagnostica, Reinfeld Secretary to the Product Manager
10/93 - 12/1995	Feige GmbH Filling Technology, Bad Oldesloe Project Secretary, Team Assistant
01/96 - 08/2001	Greif-Velox, Lübeck Foreign Language Secretary and export clerk
10/01 - 03/2004	ems Mickleit GmbH & Co KG,Pansdorf Secretary to the Export Manager
03/04 - 03/2008	Parental leave
04/08 - 04/2010	Company Orts GmbH, Sereetz Spare parts sales, export
Since 10/2022	Freelance translator Agencies and fields of expertise see reference list

CAT Tools

- Trados, Across, memoQ

Bad Schwartau, 03.07.2022

Place, date

Signature