

## Curriculum Vitae

### Personal Data

Surname	<b>Mende</b>
Name	<b>Ingrid, née Böttger</b>
Address	Karl-Marx-Str. 17, 15370 Fredersdorf-Vogelsdorf
Telephone-Nr.(s)- mobile	TI.: (49)(0)33439 79771 mobile: (49) (0)(171) 47 40 410
E-mail address(es) + URL	mail@mende-translation.de
Nationality	<b>German</b>
Date of birth	03th June 1953
<b>Working areas/expertise</b>	<b>Technical specialized translation</b> Language combinations French to German Spanish to German  <b>Areas of expertise:</b> Industrial machinery (technical reports; instruction manuals) Energy Electronics Business Medicine Law (commercial; civil, articles of association, contracts) Accounting (balance sheets; annual reports) Marketing Telecommunication
<b>Native language</b>	German
<b>Professional experience</b>	<b>1976 - 1980</b> Translation service INTERTEXT Berlin <b>1980 to 1989</b> Elektrotechnik Export-Import Berlin (foreign trade company) <b>1989 – 1990</b> Embassy of Algeria in Berlin  <b>Since</b> <b>1990</b> Freelance translator I specialized in technical/industrial, management/business/finance/legal translation

**Education**

*Study 1972 – 1976 University in Leipzig – diploma for French and Spanish)*

***Diplom-Sprachmittlerin für Französisch und Spanisch***

**German Translator Association (VüD)**

**Key words**

Mechanical and Electrical Engineering  
Electronics  
Business  
Law  
Legal documents  
Contracts  
Medicine  
Real estate business  
Balance sheets  
Technical reports  
Instruction manuals  
IT (in co-operation with an IT expert)

**Software**

Microsoft Windows, Professional, Office 2007; CAT Tools: SDL TRADOS Studio 2015