



Andrea Funke

Freelance translator

(native German speaker)

English, Italian, Spanish, French

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born December 31, 1966

COMPETENCIES

- Ability to convey complex information clearly and precisely
- Time management skills to handle multiple projects simultaneously and meet deadlines
- Willingness to undergo continuous training in order to maintain the quality of my translations and adapt to new sectors and specialist areas
- Translate
- MTPE
- CAT tools
- SEO
- QA
- Transcribe
- Trados
- Microsoft Word
- Excel
- Powerpoint
- MemoSource
- MemoQ

PROFESSIONAL EXPERIENCE

01/1997 - 01/2000

ABS PUMP CENTER GMBH | Lohmar

- Translation of brochures, technical operating instructions and manuals, reports, speeches and interpreting during visits by foreign guests and at international trade fairs
- Experience in translations of documents in various languages
- Participation in language courses and further training
- Organization of meetings
- Translation of contracts and correspondence into foreign languages

01/1989 - 01/1997

Heinrich Frings GmbH & Co KG | Bonn

- Translation of brochures, technical operating instructions and manuals, reports, speeches and interpreting during visits by foreign guests and at international trade fairs
- Translation of business documents into German, English, French and Spanish
- Organization and coordination of international business meetings and conferences
- Creation of correspondence in various languages
- Advice on intercultural communication issues in business contexts

Until today

Pronto Translations

Freelance translator / foreign language correspondent

- Translations, post-editing, transcreation, proof-reading in the fields of law, medicine, technology, business, fashion, cosmetics
- **References:**
Translated documents for Skoda, Porsche, and VW through translation agencies.

- Provided translation services for various law firms in Brescia through agencies.
- Directly translated pleadings and contracts for FUNKE-MÜLLER law firm in Düsseldorf.
- Conducted marketing activities for various companies, including Leguano (barefoot shoe company) and Kautex, among others.
- Translated many technical manuals for various companies.
- Translated extensive marketing material for beauty salons like NATURALMENTE.
- Translations of certificates, diplomas and documents.
- Post-Editing
- Proof-Reading
- Transcreation

EDUCATION

07/1987 - 07/1989

Commercial educational institutions of the city of Bonn

Foreign language correspondent:

Englisch, French, Spanish, Italian

Economics

Additional courses: Commercial training, IT

10/1986 - 07/1987

Friedrich-Wilhelms-University Bonn

Romance studies, linguistics, Romance literature

Additional courses: French, Spanish, Italian: Linguistics

LANGUAGES

German , English, Italian, Spanish, French

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Andrea Funke, Bonn, February 27, 2024