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CAREER OVERVIEW

Professional freelance **German to English** translator, in-house language service agency translator, DE to EN in-house translation for IKEA East Central Europe AG, assistant to the CEO, legal assistant, office manager

OVERVIEW OF KEY COMPETENCES AND SKILLS

- Language pair: **German to English** (UK and US), native speaker
Degree in German linguistics and cultural studies (magna cum laude)
- Years of experience: 10+ as a freelancer, language service agency in-house translator, in-house corporate translation
- Areas of specialization: texts for publication (articles, press releases), contracts and other legal texts, corporate communication, marketing, and websites
- CAT tools: **MemoQ** (my in-house style guides are CMS and the Oxford Style Manual unless otherwise specified by the client)
- Translation, transcreation, and localization (DE to EN), proofreading, editing and copywriting (EN)
- Lived and worked for over 20 years in German-speaking countries
- Working successfully with translation agencies, corporations, universities, publishing houses, and international law firms in Germany, Austria, and Switzerland
- Member of the American Translators Association, the ATA German Language Division, the ATA Law Division, and the Nevada Interpreters and Translators Association

PROFESSIONAL EXPERIENCE

Freelance Translator

Licensed translation company

2014 to present

Translation from German to English for international law firms, publishing houses, international companies in industry, IT software and cloud providers, enterprise search, logistics, Universität Salzburg, Universität St. Gallen, as well as translation agencies in both Germany and Austria. Text types include press releases, corporate communication, legal correspondence and other legal documentation, business reports, advertising, technical documentation, marketing and PR texts, presentations, release notes, IT handbooks, product descriptions, contracts, web page translation, newspaper, magazine, and blog articles for US and international press, trade fair and events documentation, newsletters.

In-house translator

2016-2018

[LanguageLink Sprachdienste GmbH](#), A-1130 Vienna, Wambachergasse 4

Employed in the senior translation team for texts from German to English (UK and US), with an emphasis on official texts for federal ministries and the economic chamber, pharmaceutical texts (deviation reports, change requests, SOPs, master batch records), corporate communication and websites, film documentary text translations, contracts and legal documentation, yearly reports, advertising, PR and marketing texts.

Office Manager**IKEA Poland S.A., Warsaw, Poland****1998-2001**

Responsible for managing the IKEA purchasing office in Warsaw, drafted routines and office policies, translated contracts, project leader for the intranet website, authored legal and logistics documentation, prepared investment requests, wrote and edited company newsletter, summarized lengthy documents, oversaw working groups, audited oversight and implementation follow-up, organized events, invoice controlling and cost analysis.

Assistant to the CEO**1995-1998****IKEA Möbel und Design AG, Gelterkinden, Switzerland**

Served as assistant to the general director for the IKEA trading companies in 14 countries. Organized and coordinated international trade conferences and trade fairs, translated and administered contracts and other legal documents, oversaw company reporting and corporate communication, served as the liaison for IKEA's trading offices worldwide, assisted in staff management and training. Streamlined policies and rules for internal and supplier use, oversaw two internal electronic information disbursement systems (incl. for organizational, legal and financial information). Responsible for design, presentation and implementation of trading agent agreement package with suppliers. Served as contact person for agent regarding contracts, and as the link between the head office and the legal department.

Office Manager**1994-1995****IKEA Business Services, Wr. Neudorf, Austria**

Managed all office operations, routines, policies, company car fleet, external and inter-company contracts, budget creation, cost follow-up, invoice authorization, procura. Contact drafting and translation German/English and other paralegal work. Responsible for bookkeeping and reception personnel. Served as company liaison to auditors, authorities, lawyers, press; conflict management.

Credit administration: Responsible for all loans from IKEA's holding company in the Netherlands to IKEA legal units in ECE, administered money orders, loans, confirmed money market transactions as well as repayments and other financial communication.

Legal Assistant**1991-1994****IKEA (East Central Europe) AG, Wiener Neudorf, Austria**

Assistant to company lawyer for IKEA in East Central Europe. Responsible for all administration and legal correspondence, paralegal work, translations, contract flow between mother company (Switzerland) to all East Central European countries.

Head Secretary**1990-1991****Law Office Dr. Goriany, Jakobljevich et Partner, Vienna, Austria**

Responsible for translating documents from German to English, tracking billable hours, administration, legal documentation, training new hires.

EDUCATION**University of Illinois, at Champaign/Urbana**

BA in Modern German Studies with cognate in Literature, Magna cum laude

Austria-Illinois Exchange Program (included 2 years at the University of Vienna, Vienna

University of Business and Economics, Centre for Translation Studies

Awards/Honors

Member, Outstanding College Students of America; Illinois State Scholar; Alpha Lambda Delta honor society, "Bronze Tablet" (for University students with grade point average over 4.75)

Fulbright Commission, Austrian-American Education Commission teaching assignment in Austria