

# RÉSUMÉ

## PERSONAL INFORMATION

<b>Name:</b>	Anja Kreutel	<b>Contact Information:</b>	Rothkreuz 75 D-88138 Weissensberg Germany +49-8389-4577818 (Office) +49-176-64351477 (Cell) info@swd-kreutel.de
<b>Nationality:</b>	German		

## EDUCATION

**08/11 – 05/13**      **Kent State University, US**  
M.A. Teaching English as a Second Language  
Elective: Translation Studies

**10/08 – 09/11**      **Leipzig University, Germany**  
B.A. Translation  
Working languages: German, English  
Minors: American Studies, Czech  
Additional studies: Mechanical Engineering (Basics for Translators)

**08/00 – 07/08**      **High School “Evangelisches Gymnasium Erzgebirge“, Annaberg-Buchholz, Germany**  
Abitur (university entrance qualification)  
Specialization: German, English

## JOB EXPERIENCE

**01/17 –**              **SWD Anja Kreutel, Weissensberg, Germany**  
State-examined and sworn freelance translator  
Specializing in technical and marketing texts  
State examination by the Free State of Bavaria (July 2017), sworn in at  
Landgericht Kempten (September 2017)

**10/13 – 10/16**      **Comarch AG, Dresden, Germany**  
In-house translator  
Software, software documentation, marketing materials, legal texts, business  
correspondence

**08/11 – 05/13**      **Kent State University, Ohio, USA, ESL Center**  
English as a Second Language (ESL) instruction  
Intensive courses from beginner to advanced levels  
Skills-based teaching: Writing, Reading, Listening, Grammar, including TOEFL  
preparation

## LANGUAGE SKILLS

- German (native language)
- English (native language)
- French (high intermediate)
- Russian, Czech (low intermediate)

## COMPUTER SKILLS

- Human Language Technology/Computer-Aided Translation:
  - SDL Trados Studio 2009 (certified), 2011
  - MetaTaxis
  - MemoQ
  - Déjà Vu
  - WordFast
  - Across
- Text editing:
  - Office software (Microsoft Word, Excel, PowerPoint, Publisher; Open Office)
  - PDF creation and editing (Adobe Acrobat, Foxit Reader, Abbyy Fine Reader, NitroPDF)
- Experience in skills-based instruction, CALL/CALT and e-learning/distance learning (Blackboard Vista/Learn, Moodle)
- E-learning:
  - Blackboard (Vista/Learn)
  - Moodle
- Additional: Adobe CS, Corel PaintShop Pro XI, Sony Sound Forge
- Web development experience (HTML 5, CSS 3, JavaScript, jQuery, Bootstrap, Wordpress, PHP, MySQL, Python, Ruby on Rails, Git, Stripes, APIs, etc.)

**Weissensberg, June 20, 2018**



**Anja Kreutel**