

CURRICULUM VITAE

Surname: **Heller**
First name: **Marcelle Simone**
Profession: Freelance Translator / Writer
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Professional Experience

10.2012 – **Freelance Translator / Writer** (EN – DE, EN – de-CH, NL – de-DE, NL – de-CH)
Translation, Editing, Transcreation, Copywriting, Transcription

Fields of Expertise

Hospitality / Travel	Social Media	Business / Human Resources	Palliative Care
Marketing / Communication	Surveys	Education	Prevention
Websites / Blogs	Management	Psychology	Interior Design
SEO / Keywords	NGOs / Charities	Health Care	Animals

Examples of clients/work:

Eurofound 7th EWCS – European Working Conditions Survey
(translation EN – de-CH)

Populism in Europe – video-transcription (8 panelists)

De Bijenkorf – department store chain with luxury products
(editing NL – de-DE)

Sage – business software and services
(editing of the website EN – de-CH)

Skyscanner – meta search engine for flight and hotel bookings and car rental (editing of the website EN – de-CH)

Amazon Payments Europe S.C.A – (translation EN – de-DE)

Novartis – global healthcare company (translation EN – de-CH)

Pfizer – American multinational pharmaceutical corporation
(translation EN – de-DE)

Shopbop – US online fashion apparel and accessories shop
(translation EN – de-CH)

VebeGo – facility service provider (translation NL – de-DE)

Swiss Shakti Coin Foundation (translation EN – de-CH)

... You will find further information in my translator profile on <https://www.proz.com/translator/2537767>

12.2003 – 09.2012 **Executive Management of Luminous Management GmbH**
(Legal owner) Organizational consulting and development. (Interim-)Management.

Examples of clients/work:

03.2012 – 09.2012	Consultant, Diabetes Association Aarau , Regional non-profit organization
10.2011 – 09.2012	Executive management, Centre of Hippotherapy Basel
08.2011 – 09.1012	Centre for Philanthropy Studies (CEPS) University of Basel Instructor in Performance & Communication in NPO, Corporate Identity, Strategic and Change Management
07.2011 – 09.2012	Executive management, Diabetes Association Berne Regional non-profit organization
05.2009 – 04.2011	Executive management a.i., Swiss Cancer League Operational management responsibility for the non-profit organization. 95 employees, 20 cantonal/regional members, turnover 20 million CHF, www.krebsliga.ch
09.2009 – 11.2010	Divisional management a.i., communication, Swiss Cancer League , for and during the 100-year anniversary of Swiss Cancer League
01.2009 – 12.2010	Executive management, tour operator Swiss Ecotours GmbH sustainable travel worldwide. Support for projects through travel.

- 2000 – 06.2009 **CEO Krebsliga Aargau**
[League Against Cancer Aargau], (90 - 100%, contract from 12.08)
Operational management responsibility for the non-profit organization.
20 employees, 2400 members, turnover 2 million CHF
www.krebsliga-aargau.ch
- 1998 – 04.2000 **Manager, office for employment programs for asylum-seekers and legal assistance for young asylum-seekers (90%)**
Setup and organization of employment programs
Submission of projects with budget and settlement to BFF (Federal Office for Refugees);
legal assistance for interviews with the immigration authorities

Department of Health & Social Affairs of the canton of Aargau,
Cantonal social services, Aarau
- 1998 **Head of the secretariat of the court clerk's office (90%)**
Commercial court of the canton of Aargau, Aarau
- 1996 - 1998 **Head of the secretariat of notary and law office (70%)**
Meier Miescher Steiner und Partner, Schönenwerd
- 1987 - 1996 **Member of staff, architectural ceramics trade (30 – 100%)**
Import, sales, interior design, administration
Dormann- van den Boom AG, Kaiserstuhl / Tessin
- 1986 - 1987 **Commercial employee (various temporary posts)**
Adia Interim, 5000 Aarau
- 1985 – 1986 **Commercial trainee (100%)**
Tour operator Falinda, Bülach

EDUCATION

Higher education

- 2010 Diploma course in Marketing VMI, University of Fribourg
Qualification: 2010 **CAS NPO-Marketing**
- 2006 – 2008 Executive MBA General Management, University of Applied Sciences of Eastern Switzerland for Technology and Science, Chur
Qualification: 2008 **Executive MBA
General Management FHO**
- 2005 – 2006 Diploma course in association management VMI, University of Fribourg
Qualification: 2006 **Dipl. Association Manager /
NPO Manager VMI**
- 1999 – 2005 University course in educational and social behavioral sciences, distance teaching university Hagen (FUH)
Qualification: 2004 Basic MA course
Social behavioral sciences
- 1987 – 1989 Interior design
Qualification: 1989 **Diploma, KSW institute, interior design**

SOFTWARE SKILLS

MacOS Mojave Version 10.14.5	Wordfast5 Pro	Global Link Project Director	
Adobe Photoshop cs6	Wordbee	XTM Cloud	Memsource
Microsoft Office 365	TransPerfect SSO	MemoQWeb	TMConnect
Adobe lightroom	Wordpress	Keysearch	Nubuto Cloud

LANGUAGE SKILLS

German / Swiss German, Dutch	Native
English	Very proficient in spoken and written language
French	Proficient in spoken and written language
Spanish / Italian	School knowledge