

# KATHLEEN FRONTZEK

## STATE CERTIFIED TRANSLATOR

**Publicly appointed and sworn translator by the President of the Regional Court Nuremberg-Fürth**

## LANGUAGE PAIR

English-German (native language)

## SERVICES

- Translation of technical texts, general texts, websites,
  audio transcriptions,
  certificates & documents
- Proofreading

## CONTACT ME


☎ +49 1520-4297405

✉ info@frontzek-translations.com

www.frontzek-translations.com


# Experienced Translator specialized in the fields of Technology, Marketing & Tourism

## QUALIFICATIONS

- Translation & interpreting studies at the Institute of Foreign Languages and Foreign Studies at the University of Erlangen-Nuremberg -> Degree: State certified translator
- School year abroad at the American Miss Hall's School in Pittsfield, MA (2009/2010)
- Member of the BDÜ (German Association of Interpreters & Translators ) -> regular training and development; active dialog with colleagues

## ABOUT ME

State certified translator with the language combination English-German and more than two years of professional experience in translation of specialized texts in the fields of technology, marketing & tourism.

## EXPERIENCE

- CEO & Translator
  Frontzek Translations (2017 – today)
- Internship in the Translation Department at Schaeffler, Herzogenaurach, Germany (March-August 2018)
  > Project management & translation

## SKILLS

- SOFTWARE
  SDL Trados, MemoQ, MS-Office, Excel, PowerPoint
- OTHERS
  Excellent communication skills
  Friendly & reliable customer service
  Organizational talent
  Flexibility & adaptability

## LAST PROJECTS

- Translation of audio files on the application of kinesiology tape in the field of orthopedics for a company located in Hamburg, Germany; about 20,000 words
- Certified translation of an American university degree, including an orientation guide on the grading system; about 2,500 words