

## CURRICULUM VITAE



### Personal informations

Name: **Carmen Pralow**  
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E-Mail: carmen@pralow.de  
Nationality: German  
Date of birth: 12.09.1959

### **Work experience 01/2000 onwards**

Main activities:

#### **Independent translator / interpreter**

- Texts concerning technical matters
- Texts concerning touristical matters
- Texts concerning legal acts
- Product descriptions / user manuals

**04/2002 – 06/2008**

Main activities:

#### **Managing director and partner**

NorCa Personaldienstleistungen und Touristik GmbH

- Personnel management
- Accounting
- Marketing / advertising

**10/1995 – 03/2002**

Main activities:

#### **Managing director**

Regional Tourism organization „Lake district of Mecklenburg“

Turnplatz 2, 17207 Röbel/Müritz, Germany

- Destination marketing
- Creating and implementing tourist marketing concepts
- Creating sales folders
- Fair planning
- Acquisition of new members

<b>02/1992 – 09/1995</b>	<b>Head of business development and tourism department</b>
Main activities:	City government of Roebel/Mueritz Marktplatz 1, 17207 Roebel / Mueritz, Germany <ul style="list-style-type: none"> <li>- Development and implementation of a town marketing concept</li> <li>- Building-up the organization of the tourist information centre</li> <li>- Head of the tourist information centre in personal union</li> <li>- Investor relationship management</li> </ul>
<b>07/1991 – 01/1992</b>	Project leader / Press spokeswoman Christliches Jugenddorfwerk Deutschlands e.V., CJD Drewitz, 17214 Nossentiner Hütte OT Drewitz, 17214 Nossentiner Hütte, Germany
<b>01/1991 – 06/1991</b>	Assistant of the executive board Time Power GmbH, Subsidiary Oldenburg
<b>09/1983 – 04/1990</b>	<b>Interpreter / Research associate</b>
Main activities:	University „Fritz Heckert“, Faculty International relations, Bernau / close to Berlin, Germany Field of activity: political- and business sciences <ul style="list-style-type: none"> <li>- Simultaneous interpreting (lectures, colloquium etc.)</li> <li>- Consecutive interpreting (seminars, workshops etc.)</li> <li>- Translation of teaching material and conference documentations</li> <li>- Teaching in Portuguese</li> <li>- Escorting of VIP delegations</li> <li>- Scientific research on economy of developing nations</li> </ul>
<b>Education</b> <b>09/1979 – 08/1983</b>	<b>Study of interpreting</b> Humboldt-University of Berlin, Romanic Section Certificated interpreter
Title of qualification awarded:	
<b>Personal skills and competences</b>	
Mother tongue:	<b>German</b>
Other languages:	<b>Portuguese</b> - Interpreting
	<b>French</b> – Basics <b>Russian</b> – School knowledge
Computer skills and competences	MS Windows MS Office MemoQ 4,5 SDL Trados Studio 2011
<b>Additional Information</b>	President of local tourism organization Board member of regional tourism organization “Lake district of Mecklenburg”