

Service Profile for Translations and Other Language-Based Services

Basic Information

- Language pairs: English (en) → German
 French (fr) → German
 Dutch (nl) → German
 Spanish (es) → German
- Native language: German (de)
- Areas of expertise: Information technology (all areas), audio/video, electronics, law, business administration, music (all styles)/musicology, cinema/ TV/radio, plus other areas (technical and general) upon consultation, explicitly excluding automotive and other industrial engineering;—any textual types;—no certified translations
- Daily capacity: c. 250 lines of target text;
 c. 210 (en), 230 (fr), 250 (nl) lines of source text;
 c. 1,850 (en), 2,150 (fr) words of source text



Jürgen Herber (proprietor and sole staff member)

Equipment

- Hardware: PC with Intel Xeon CPU; MF laser printer with scanner;—data transmission: cable connection of 250 Mbps
- Software: Windows 7 Professional 64-bit SP1; MS Office 2007 SP 3 (incl. Word, Excel, PowerPoint, Access);—PhotoImpact 4.2 (photo editing);—Acrobat Reader DC; PDF-XChange Viewer (PDF comments); Abby FineReader 14 (OCR);—Adobe Premiere Pro CS6 (video editing);—CAT software: SDL Trados Studio 2019 Freelance Plus SR2 (*preferred*) (2007 still available); memoQ 2015 to 9.1; experiences in Wordbee, TSO, and Memsources Web Editor (all online)
- Pricing (for translation agencies outside Germany, Austria, and Switzerland; US-\$ exchange rates as per February 2021):
 - translations:

<i>preferred:</i> en, fr, es → de: €0.70 (≙ \$0.85)	<i>alternatively:</i> en → de: €0.85 (≙ \$1.03)	en, fr, es → de: €0.10 (≙ \$0.12)
nl → de: €0.80 (≙ \$0.97)	fr, es → de: €0.75 (≙ \$0.91)	nl → de: €0.11 (≙ \$0.13)
per 55 char. <u>line of target text</u>	per 55 char. <u>line of source text</u>	per <u>word of source text</u>
—counting is effected using TextCount 6.1		—counted in Trados Studio

other methods of calculation by arrangement

- proofreading (de), bilingual copy-editing and other language-based services: €22.50 (≙ \$27.28) per hour

All prices are excl. VAT. No VAT is charged for intra-Community deliveries to entrepreneurs or to any clients outside the EU.—Processing during nighttime and weekends requires a surcharge of 20.0 percent.

Qualification¹

Languages/translation

- 1967–1976: language subjects at the Gymnasium: Latin (9 years)*, English (5 years), French (5 years)*; Görres-Gymnasium, Düsseldorf (* = Abitur subjects)
- since the early 70s: sound self-education in the Dutch language and continuing training using all available media; including 5 stays of about 3 weeks each in the Netherlands
- 1979–1981: study of Romance languages (French; degree course: Magister) at the University of Cologne (WS 1978/79 to SS 1981); including passed Spanish unit
- from WS 1981/82: study of French, Spanish, English (degree course: Diplom translator) at today's Faculty of Translation Studies, Linguistics and Cultural Studies (FTSK; at that time: FAS and FASK) of the Johannes Gutenberg University Mainz in Germersheim; *Ergänzungsfach* (complementary subject): law; certificates for passed exams: SS 1984 *Vordiplom* (intermediate diploma finishing the basic studying period) in French and Spanish and WS 1984/85 exam in the complementary subject
- 1985-09: one month stay abroad in Yecla (prov. of Murcia), Spain
- 1987, 1988, 1991: occasional freelance translations (en, nl → de)

since 2003-10: full-time occupation as a freelance translator, proofreader, and copy-editor of translations by the name of "Herber Sprachendienste"

- 2008-01, 2012-07: 1-day training in SDL Trados 2007, Bonn (organized by zaac/ProZ.com), and 2-day training in Studio 2009/2011, Karlsruhe (by BDÜ Baden-Württemberg), resp.
- 2017-11: SDL Roadshow, Cologne (1-day conference for language service providers, by SDL)
- 2019-02: LSP Day, Cologne (1-day conference for language service providers, by Across)
- since 2008: many single webinars on SDL Trados, memoQ, MT, copy-editing, and other language/translation topics (by ProZ.com, SDL, Kilgray, BDÜ, etc.)
- Other language skills: Esperanto (basic, self-educated; until 1980 membership in the Germana Esperanto-Asocio)

- ❖ *Some excerpts from my **translation projects** (expressed as pages of 30 lines of 55 characters of target text, equivalent to en → de c. 225 or fr, nl → de c. 240 words of source text, resp.). Note: The mentioned companies are not my customers but the author or the subject matter of the relevant text! The customers were translation agencies based in Germany, Austria, the UK, the Netherlands, Belgium, Italy, and the USA.*

IT: Manuals and product descriptions for IT products (e.g. 139 guides for IT accessories: Assmann, Digitus brand, 515; manuals for development software: Apple, 106; Freecom, 12; Conrad, 9); software instructions; **Audio/video:** product catalog for loudspeaker cables (Jenving, 75); **Law:** all kinds of contracts (258), incl. purchase, subcontracting, distribution, software licence agreements, deed of association; terms of use (110+), incl. terms for participating on contests (NVIDIA; McCain), general terms and conditions, EULA; tender documents (136: e.g. French ministry of the interior, 83; ADM-WILD, 13; SNCF, 9); patent specification: display system for restaurant stoves (16); judicial order (court of the Swiss Canton of Vaud, 14); payment guarantee (6); **Business administration:** HSE management; QC; corporate policies (e.g. Nerefco [oil/gas exploration], 83; Hays [recruitment], 30; codes of conduct; manual on the operations in the stores (Benetton, 100); request for information Europ. Commission vs. Total France (71); guide for store inventory management software (Oracle/Benetton, 35; Legrand, 7); pre-audit questionnaire (Hill's/Colgate, 31); — creation of résumés of corporate data from legal documents (25 companies in ES, NL, BE) —; **Music:** manuals for electronic keyboards (32); booklet for music CD (Schott Verlag); **Miscellaneous:** food and dietary supplements (e.g. proV Nutraceutical, 48; PM, 39); surveys by Research International France (e.g. Nespresso; Center Parcs); study on the Swiss labour market (M.I.S Trend, 35); various correspondence; **Marketing (textual type):** advertising copies, web pages, presentations on companies/products (e.g. NVIDIA [graphics cards/processors], with excursions into video games and all kinds of numerical sciences, 2,960; Oracle [CRM], 60; Socomec [UPSs], 60; euNetworks [fiber networks], 42; Harman [audio], 10); press releases (Hyundai, 10; Philips; Freecom; Fiat Chrysler; GEA) • **Audio transcriptions** of lectures/talks: PM (58 min = 32 pp.), Toyota (1:10 h = 14 pp.)

• **Web references: Engineering:** [Mit uns sind Sie auf der sicheren Seite](#), [ChargePoint Cloud-Pläne stärken Ihre Ladestationen](#) (ChargePoint: loading stations for EV) [„The Bulldog“ – der tragbare Heizlüfter für explosionsgefährdete Bereiche](#) (EXHEAT Industrial); **Food:** [Neuhaus ~ Taste of Belgium](#), [Café gourmand](#), [Sommergenüsse von Godiva](#), [From Belgium with Love](#), [Unwiderstehliche Macarons von Neuhaus](#) (The Belgian Chocolate House: Belgian chocolate); **Culture:** [Schweiß und Poesie – Junge Finnische Spoken Word-Szene](#) (pp. 5 to 7 center) (Frankfurt Book Fair 2014)

¹ Unless otherwise stated, all places indicated in this document are located in Germany.

Proofreading and Copy-editing

- 1979–1981: study of library science at the University of Cologne (WS 1978/79 to SS 1981)
 1987–2000, proofreading, page layout and creation of camera-ready printouts, e.g. of 23 linguistics,
 [2007–2008: literature, and tourism books (incl. for several professors of FAS/FASK Germersheim),
 20 FAS/FASK Diplom theses and technical glossaries; designing of various kinds of job
 printing for FBV, Limburgerhof (publisher of touristic literature); see a complete list on
www.j-herber.de/DTP/

As part of my translation activities:

- since 2004-02: proofreading of German documents; including 2005-11 to 2007-02: co-proofreading on
kressreport, German biweekly media journal
 since 2006-08: bilingual copy-editing of translations (en, fr, nl, es → de)

Information Technology

- From WS 1984/85: (*in the context of my studies at FAS/FASK Germersheim*) participation in several com-
 puter course units, e.g. WS 1985/86 “Basics in Programming”
 from 1986: sound self-education in all computer-related areas incl. programming (in Basic and Tur-
 bo Pascal for MS-DOS); semi-professional programming of tools, e.g. for a termbase
 software called CATS, developed by linguist Dr. Peter A. Schmitt
 1989–1991: collaboration on the development of a database software called TOPassistent at IFAO
 (Institute for Applied Organization Research), Karlsruhe
 1991–1996: supervision, user advice service and organization, from 1992 as the user manager, in
 the computer center of FAS/FASK Germersheim; including participation in a block sem-
 inar on its Novell network
 1997–2001: freelance job as a “file handler” for the translation department of IBM Germany, Böblin-
 gen; including co-founding of a multinational team for EMEA
 since 1999: programming of my own website using HTML, since 2005 also using CSS
 2002-12: participation in a weekend seminar on JavaScript at the Mannheimer Abendakademie

Law

As a fixed module of my studies at FAS/FASK (see above, “Translations”):

- from WS 1981/82: complementary subject: law (lectures, exercises and technical translations); exam
 passed in WS 1984/85
 2020-06 to -11: 6-part series of lectures on forensic linguistics, Haus der Universität, Düsseldorf (HHU)

Office Management and Business Administration

In the context of my studies at FAS/FASK (see above, “Translations”):

- from 1981: course units passed: Bookkeeping (advanced) (WS 1981/82), Shorthand (introductory)
 (WS 1981/82), Business mathematics (WS 1986/87)

Music

- 1966–1969: piano lessons
 since the early 70s: sound self-education in music theory and the most important musical styles, especially
 rock, symphonic and chamber music and any mixed and borderline styles; continuing
 training
 1975–1981: bass in the choir of the former court church of St. Andreas, Düsseldorf, including per-
 formances in Germany, France, Italy, and Belgium
 1977–1978: membership in the Orff-Schulwerk Gesellschaft
 1977–1978: participation in the “Funkkolleg Musik” (remote musical studies by radio) (WS 1977/78
 to SS 1978); exam passed
 1978–1981: study of musicology at the University of Cologne (WS 1978/79 to SS 1981)

Film/TV/radio

- 1972–1993: extensive acquisition of skills in DXing actively and theoretically: all broadcasting fre-
 quency ranges incl. tropical bands, utility stations, and to some extent amateur radio
 reception (identified reception of 223 broadcasting and 12 utility stations from 61 coun-
 tries); including setting up of a QSL collection (101 verified stations from 39 countries)

1980–1998:	membership in the World Wide DX Club, Bad Homburg
mid-80s:	participation in a block course for acquiring a 16 mm film screening licence (<i>Filmvorführschein</i>) at the Kreisbildstelle Germersheim
1988:	short-time collaboration in the Siebel Verlag, Meckenheim (publisher for DX literature)
1991:	(<i>in the context of my studies at FAS Germersheim</i>) seminar and lectures on film analysis
since 2000:	setting up of a video collection containing title themes (12,900+ recordings from fictional and non-fictional TV shows and TV-related feature films); including extensive acquisition of skills in TV shows
since 2002:	acquisition of skills in semi-professional digital video editing using Adobe Premiere 6.0/Pro CS6; including 2002-11 to 2004: collaboration on the translators' portal called <i>uepo.de</i> by contributing still pictures created from TV broadcasts
2002-09:	guided tour through the studios of the local TV station RNF, Mannheim, incl. presence as part of the studio audience in the evening news broadcast
2020-02:	guided tour through the TV studios of the public-broadcasting station WDR, Cologne

Please find further information

- on my website, www.j-herber.de (for the most part in German): a summary of my freelance career on www.j-herber.de/Profil/, a list of references for DTP and proofreading on www.j-herber.de/DTP/ as well as an advertising video on www.j-herber.de/Uebersetzungen/Werbevideo.htm;
- in my ProZ.com profile (www.proz.com/profile/785257/).

Jürgen Herber—Herber Sprachdienste
Düsseldorf (Germany)
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