Gabriele Claudia Ritter

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Occupation Freelance Translator/Interpreter English/German

Education

1983 – 1987	Elementary School Munich
1987 – 1988	Public School Munich
1988 – 1993	Grammar School Munich
1993 – 1995	Riemerschmid Commercial School Munich
1997 – 2001	Municipal Evening School Munich (general qualification for university entrance)
2001 – 2004	Institute for Foreign Languages Munich 2004 qualification as state-approved and sworn translator and interpreter for English and Spanish

Work Experience

2004 / 2005	Assistant Corporate Intellectual Property Siltronic AG, Munich
2005 – 2008	Assistant Legal Department KraussMaffei AG, Munich
since 2008	Freelance Translator, e. g. for Translation Service Langenscheidt KG, Munich

Selection of References

Interpreting

Regional Court of Munich, Germany	marriages English – German / German – English (officially appointed and sworn interpreter and translator)

Translating

Siltronic AG	patent applications German / English and English / German
KraussMaffei AG	minutes, agreements, general correspondence German / English, English / German, Spanish - German
Josef Küpper	scientific homepage German – English (www.einstein-website.de)
Lamberti Elektronik	documentations German / English
Langenscheidt KG	e.g. contracts, marketing texts, especially for hotels (HRS), adverts, general terms and conditions
other	documentation, agreements, general correspondence English / German, German / English and Spanish – German

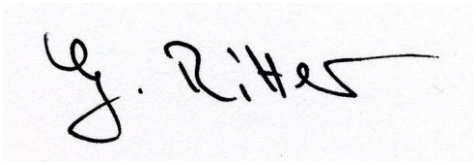
Language Skills

German	mother tongue
English	first foreign language, fluent
Spanish	second foreign language
Italian	basic knowledge
French	basic knowledge
Latin	distance study at SGD Darmstadt

Hardware/Software

Operating system	Windows Vista including Microsoft Office package 2007 (Word, Excel, PowerPoint, Notepad) Microsoft Works
Translation software	Trados 2007, experience also with Translation Workspace (Logoport), Translation Assistant and Wordfast

Signature:



Munich, Germany, March 26, 2014