RESUME

Personal information

Name:	Rimma Kehr-Gefner
Address:	Berliner Str. 19, 40880 Ratingen
Tel.:/Fax:	(+49) 02102-447273
Date and place of birth:	July 30, 1960, Voronezh, Ukraine
Marital status:	Married
Nationality:	German

Education

1971 - 1977	Informatics und measuring techniques, Technical Engineering University, Kiev
	Engineer Diploma: Electrical Engineering, Informatics and Measuring Techniques
September - December 1986	Economy and accounting, University of Economy Science, Kiev
1987 - 1989	German, English, Linguistics, High-School Teacher, National University, Donetsk
	Master Diploma: Translator in English and German languages, High-School Teacher
November 1989	Personal computer techniques, Scientific School Center, Kiev
1990 - 1992	Business English, the First State School of the foreign languages, Kiev
1992 - 1993	German Special Course for Engineers, DAA, Gelsenkirchen
1993 - 1994	Software Development Engineering, Siemens Nixdorf Training Center, Bochum
1996 - 1997	Practical Training for Engineers, the Technical Academy Wuppertal (TAW), Bochum
1998 - 1999	Doing Business in the Office, Berlitz, Ratingen
February 2007	Web-Design with Dreamweaver 8.0, VHS, Dusseldorf
March 2007	Web-Design with FrontPage 2003, VHS, Dusseldorf
June 2007	Business establishment seminar, WIPA, Dusseldorf
2009 - 2010	SAP R/3 4.6, TERTIA, Dusseldorf

Languages

English - native speaker

German - native speaker

Russian - native speaker

Ukrainian - native speaker

Work Experience

1977 – 1981	Software engineer for the Industry Construction Systems, Experiment Constructions Office of Automatics, Kiev

- Project engineering, development of an automatic control system for chemistry

1981 – 1988	Department Manager, Information Computing Center of the Ministry for Special Constructions of Ukraine, Kiev

- Project engineering, software development, teacher for Ministry employees

1988 – 1989	Center Manager, Informatics Center of the Service and Repair Factory, Kiev

- Software development, customer instructions development, customer service, teacher for PC users

1989 – 1990	Department Manager, Scientific and Production Center Agropolitech, Kiev

- Software development, customer instructions development, customer service, teacher for PC users

1990 – 1992	Owner, small computer enterprise Intersymbol, Kiev, Ukraine

- Software development, customer instructions development, customer service, teacher for PC users

1993 – 1997	Freelancer translator and interpreter, Translations Offices in Bochum, Heme, Recklinghausen, Gelsenkirchen

- Translations and consecutive interpretations
  English-German-Russian-Ukrainian

March 1997 - August 1997	Operator, Rank XEROX AG, XBS-DC Ratingen

- Development and proof of documents, maintenance of copying systems, customer service

January 1998 - February 2007	Technical Writer, NEC Electronics (Europe) GmbH, Dusseldorf

- Creation of technical documentations, technical translations
  German-English, drawings, layout, standard, templates, creation of documents and drawings database, corporate design

July 6, 2007	Owner, Translation Office Rimma Kehr Intersymbol

- Technical translations English-German-Russian-Ukrainian in all combinations, computer courses, language courses, IT project management, organization, creation and production of technical documentations, software development, desktop publishing, web design, customer service

Informatics Qualification	Standard software: MS DOS, WINDOWS, UNIX/SINIX, OS/2, SUSE LINUX

Application programs: Word, Excel, Access, Power Point, QuarkXPress, InDesign, Frame Maker, PageMaker, Illustrator, Photoshop, Corel Draw, FreeHand, Visio Designer, Adobe Acrobat Professional, Dreamweaver, FrontPage, SAP R/3

Computer languages: C, C++, dBase, Clipper, FoxPro, Visual dBase, Visual Basic

CAT tools	MemSource, WordBee

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