

Profile

Alexandra Elizabeth Schulz German to English Translator

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Languages

English Native Speaker
German Fluent

Computer programs I work with

MemoQ; Microsoft Word, Excel and PowerPoint

Education

University of Bath, England

Master of Arts Sep 2015 – Sep 2016
Translation and Professional Language Skills

- Graduated with distinction
- Linguistic courses such as translation, editing, proofreading, public service interpreting, using CAT-tools and many other topics

University of Wisconsin, La Crosse, USA

Bachelor of Arts Sep 2005 – Dec 2009
German and International Business

- Graduated with honours
- Study abroad year at the Carl von Ossietzky Universität in Oldenburg, Germany (Oct 2007 – Jul 2008)

Experience

AES Translations

Freelance Translator May 2016 – Present
• Translation and revision of marketing, technical, legal, academic and various other types of texts from German into UK and US English

Surrey Translation Bureau, Farnham, England

Translation Intern Mar 2016
• German to English translation of marketing and technical documents
• Working with various style guides
• Proofreading and revision
• Using SDL Trados Studio
• Experiencing the inner workings of a translation agency first hand, including office and project management

E.ON Global Commodities SE, Düsseldorf, Germany

Coal & Freight Contract Manager Aug 2012 – Aug 2015
• Drafting, negotiation, proofreading and administration of physical coal and freight forward trading agreements
• Providing language advice on all business matters (letters, contracts, negotiations, etc.) to non-native English speakers

Contract Management Assistant Mar 2011 – Aug 2012
• Proofreading, administrating and archiving documents, maintaining counterparty data, and providing support in daily office tasks
• Providing language advice on all business matters to non-native English speakers