Astrid Fuhrmeister MITI

## Translator English - German

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# PERSONAL INFO

I am a German national and fully qualified translator who has lived and worked in the UK since 1991, initially using my language skills in a variety of admin roles, and as an in-house translator. Since 1997, I have been working freelance, with the majority of my work in media post-production, and translation and proofreading of medical-pharmaceutical texts for clinical trials.

**TRANSLATING EXPERIENCE**

Since Sep ’97

**Free-lance Translator**

*Areas covered/Major work:*

1. Translation and proofreading of medical-pharmaceutical texts: ICFs, questionnaires, patient diaries, phone-in systems, patient guides and other documents related to clinical trials, newsletters of pharmaceutical companies, and many more
2. Translation and Proofreading of Hard-of-Hearing Subtitles for Feature Films, TV series and Teletext
3. Timing, Subtitling and Translation of Feature Films, Ads and Corporate Videos
4. Translation of Texts for Voice-Overs (Commercials, Marketing videos)
5. Translation of Coaching Workshop programmes and HR Training Packs
6. Psychology / Counselling (e.g. Newsletters of a Psychoanalytic Journal)
7. Translation of web sites
8. Marketing, Advertising, Management, Business
9. Proofreading of Books and Mail Order Catalogues
10. Architecture and Building Construction

05/03 – 06/05

Career Counselling Services, London

**Office and Test Administrator**

*Relevant duties included:*

* Office Management – overseeing operations, helping to create a custom-built database,   
  maintain client database and financial records including invoicing and VAT returns
* Booking in clients for career counselling
* Administering aptitude and personality/psychometric tests to clients

Jun ‘93-Aug ‘96

Kohn Pedersen Fox Associates (International) PA, London

Architects and Planning Consultants

**In-house Translator/Bilingual Project Secretary**

*Relevant duties included:*

1. Translating correspondence from English into German (meeting reports, building permit applications, responses to technical expert reports, project descriptions, marketing texts and design proposals; building applications, project-related correspondence, architectural and employment contracts, correspondence with German tax consultants and authorities)
2. Setting up an In-house Glossary of Architectural terms

Feb '92-June ‘93

Quality Hotels Europe Inc., London

Project Developers (Hotels)

**Translator/Bilingual Secretary to Project Manager**

*Relevant duties included:*

1. Translating general correspondence as well as building permit applications, tender documents,   
   test certificates etc. from English into German and Interpreting over the phone

Nov ’91-Feb ’92

OMR plc, London

**Temporary work as a Bilingual Secretary**   
*Relevant duties included:*

* Secretarial work, audio and copy typing in English and German, order processing and invoicing.

Apr ’91-Sept ’91

Essen/Germany & London/UK

**Temporary work as a Bilingual Secretary/PA**   
*Relevant duties included:*

* Secretarial work, audio typing in English and German, order processing and invoicing.

Jun ’91

**Exam as State-Certified Translator of English** and **English for Commerce Level 3**before Chamber of Commerce in Düsseldorf/Germany / English Chamber of Commerce respectively

Oct ’89 - Mar ’91  
**Course in Translation of Commercial, Technical and Legal English**Dolmetscher-Institut-Düsseldorf/Germany

**PROFESSIONAL ASSOCIATIONS**

1. Full member - Institute of Translation and Interpreting (1997-2003; re-joined 2012), accredited   
   since June 2001, and membership of the ITI Medical and Pharmaceutical Network (since 2012)
2. Affiliate Member - Institute of Linguists (1996-2003)

**SOFTWARE**

Windows 10, Microsoft Office 2016

WinCAPS Version 3.15.4.1

MemoQ 2015

**OTHER QUALIFICATIONS**

1. MA Psychotherapy

Middlesex University, Mar ’03 – Sep ‘05

1. BSc Psychology & Counselling (First class Honours)  
   Roehampton Institute University of Surrey, Sep ‘96 - Jun ‘99
2. MA Course German, History & English  
   University/Polytechnic of Essen, Germany, Oct ‘85 - Aug ‘88

# OTHER LANGUAGES

* French (conversational, AS-level)
* Spanish and Italian (basic knowledge)