

AW TRANSLATION SERVICES  
ANJA WEGGEL, M.A.  
Translations English > German (Germany)  
Proofreading German (Germany)

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**Native Language:** German (Germany)

**Working Language:** English

### **Special Fields**

General, Tourism, Marketing, IT, Business, Law, History

### **Work Experience since 2001**

#### **Translation and Proofreading Services for international Translation Agencies:**

- Marketing Materials, Brochures, Ads
- Material for various tourism websites & hotel chains (e.g. TripAdvisor, Expedia)
- Websites for various companies (e.g. Disney)
- Various parts of apps
- Contracts, Agreements, Terms & Conditions
- Presentations, Business Correspondence, Surveys
- Training Material
- Manuals for Consumer Electronics

### **Miscellaneous**

- (Freelance) Project Management for the German Office of a Dutch translation agency
  - Project Coordination
  - Customer Service
- Teaching English as a Foreign Language (adult classes)
  - General English
  - Conversation Classes
  - Business English

### **Education**

- Master of Arts in German Literature, English, and Modern History (2002)
- High School Diploma from a school from a school with a special interest in Economic, Business, National Economy, Corporate Law (1995)

### **Technical Equipment**

- **Hardware:** iMac 5K Late 2015, MacBook
- **Translation Software:** SDL Trados Studio 2017, SDL Trados 2007 Suite Freelance, Translation Workspace, Smartling
- **Software:** MS Office for Mac 2014, Microsoft Office 2016 (Word, Excel, Power Point), Duden Korrektor 12.0 für Microsoft Office (2016), Adobe Acrobat 8.0 (Reader & Writer)
- **Operating System:** Mac OS X, Windows 10 (VMware Fusion)

### **Miscellaneous**

- Internship: German Language Institute, Mannheim, Germany
- Language Studies abroad: 3 months in Boston, Mass, USA