

# Dahlia Barnes

Professional Freelance German to  
English Translator

specialising in business, financial and  
legal texts

## Curriculum Vitae

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### Summary

- Translation, proofreading of English texts and editing services
- Native English speaker (UK)
- German language proficiency, level C2, corresponding to the Common European Framework of References for Languages (CEFR).
- Postgraduate certificate in German–English translation
- Translation of texts from German into English
- Bachelor of Arts Degree with Upper Second-Class Honours in German Studies and Humanities Information Technology
- Membership of the professional associations, Institute of Translating and Interpreting and Chartered Institute of Linguists, UK

### Specialty areas (with recent translation project examples):

#### Business

- Company newsletter for an Austrian family-owned business (7,023 words)
- Bamberg University publication (52,761 words)
- Website translation for a bilingual nursery in Berlin (24,111 words)
- Online User Manual for a software manufacturer's ERP system (18,897 words)

#### Finance

- Financial summary report of an annual accounting statement for a training academy in Germany (8,399 words)
- UBS Bank Limited Partnership for Collective Investments (3,389 words)
- UBS Bank White Label Fund Swiss SICAV (5,130 words)

#### Legal

- For a law firm and notaries public – correspondence and supporting documentation for a local tax authority in Germany relating to their client (6 documents totalling 33,342 words)
- Property sales contract and title deeds for a German company (6,100 words)

- Life insurance supplement to policy documents for a French bank (3,002 words)

## Publications

04/2020

*Reports of the KDWT*, ed. By the Centre for Heritage Conservation Studies and Technologies, Volume 1, 2019 ed. By Tobias Arera-Rütenik, Stefan Breitling, Rainer Drewello, Mona Hess, Gerhard Vinken, Bamberg University Press

## Previous related work experience

### Language Trainer

Self-employed, certified Teacher of English to Speakers of Other Languages (TESOL), Berlin, Germany, 2000–2016; assisting business clients and students in improving their English language proficiency.

### Translator

Durrants Press Cuttings, a media monitoring agency in London UK, 1995–2001; Translation of various texts from German into English on themes including white goods and fuel cells; evaluating information from press cuttings, relevant to the client; checking the content style for the key statements, noting the themes to be treated or establishing the products mentioned.

## Education

- Postgraduate Certificate in Translation, City University, London, UK, 1999  
Course subjects covered: general and specialised legal and business texts; exercises in contrastive linguistics; terminology presentations; glossary exercises; and the identification and evaluation of a range of translation issues and strategies.
- Bachelor of Arts degree with Upper Second-Class Honours in German Studies and Humanities Information Technology, London Metropolitan University, London UK, 1991–1995
- Foreign study period, as part of degree studies, at the Free University Berlin, Germany, academic year 1993–1994
- Scholarship from the German Academic Exchange Service (DAAD), language study summer course at Mannheim University, Germany, 1993

**CAT tools and other software:** SDL Trados Studio Freelance edition 2017, MemoQ 8.1, Omega-T; Microsoft Word/Excel; Adobe Acrobat

## Professional development courses

*German Business Administration:* Commerce and e-Commerce; Business Administration; Business German; German Business Law; Marketing and Internet Marketing; Organisation and Bookkeeping; and Data Protection at ISI e.V. Berlin, Germany, 2014.

*Europe and the Law; Corporate Finance; Equity Finance; Marketing Communications as a Strategic Function*, 2017 (online courses).