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Curriculum Vitae

Personal Details

Born 13/03/1965, Melbourne, Australia
Married with 3 children

Education

1982 H.S.C, Parade College Bundoora, Anderson Score: 355/410

1983 - 1987 Bachelor of Applied Science (with Honours),
University of Melbourne
Major: Industrial Chemistry (Plastics)

Technical Translation

02/01 NAATI Accreditation – Professional Translator, German to English

12/94 - present Technical Translator (Freelance)
Specialist areas:
* Medical/dental/pharmaceutical reports, medical invoices, etc
* Information technology, scientific/technical, engineering
* Patents and patent-related correspondence

Since December 2015 full time translator.

Currently delivering translation services to around 15 agencies as well as a number of private clients

Technical Documentation

11/87 - 06/88 Research Assistant, Swinburne Institute of Technology, Melbourne
Duties: Literature research, experimental work

06/88 - 03/93 Technical Writer / Documentation Coordinator
Moldflow Pty Ltd, Melbourne (Computer Aided Engineering)
Duties: Software & training documentation

03/93 - 05/94 Technical Writer
Adacel Pty Ltd (Defense / Air Traffic Control Systems)
Duties: Software & training documentation, marketing materials

12/94 - 10/95 Travel in Europe

10/95 - 06/99 IT/Reporting/Translation/Documentation
Siemens AG, Regensburg, Germany
Opto-Semiconductors Division, Logistics Department
Duties: Management reporting in German and English,
documentation/translation of various technical/marketing materials

08/99 – 04/05 Senior Technical Writer
Moldflow Pty Ltd, Melbourne (Computer Aided Engineering)
Duties: Project management, software & training documentation,
User Interface design, prototype testing/evaluation

05/05 – 11/15 Senior Technical Writer
Pronto Software, Melbourne (Enterprise Resource Planning System)
Duties: Online help development, training and implementation
guides, automation of documentation management tasks with the aid
of VBA programming