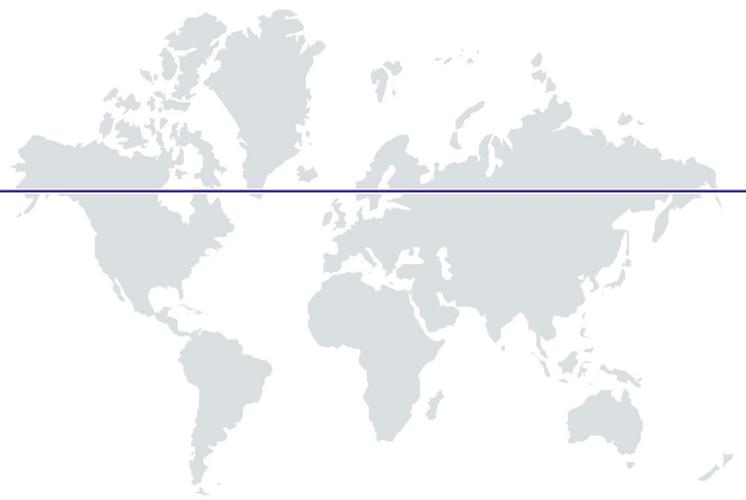


Heike Kurtz

Übersetzungsdienst



Heimensteinstr. 10
73230 Kirchheim unter Teck
Germany

Tel. +49 7021 860 372
Fax +49 7021 860 373
www.kurtz-translations.de
mail@kurtz-translations.de

**Professional translator from English and French to German
fields of specialisation: business, finance and legal translations**

Diploma „Approved European Secretary (ESA)“ (1992)

1991: internship at the ADERLY (Association pour le Développement Économique de la Région Lyonnaise) at the Chamber of Commerce in Lyon (France)

1992 - 1998

director's personal assistant at

- Deutsche Vitrohm GmbH & Co. KG
- Engcotec Engco Advanced Technology GmbH
- Vestische Mediengruppe Welke

1998 - 2004

Freelance translator for Vestische Mediengruppe Welke (magazine „Airbrush, Art + Action“), building a wider client base in business translations

2004 - today

**training and specialisation in finance and legal translations
(evidence of professional training can be supplied on request)**

end clients include (list not exhaustive):

- large financial institutions in Switzerland, Germany, France and UK
- investment advisors in those countries
- small, medium and large corporations and partnerships
- local tax advisers and chartered accountants