

Heike Osborne

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PROFESSIONAL SUMMARY

As a translator with eighteen years of experience in the localisation sector, I can offer you sound skills in translating a wide range of documents. I pride myself on a professional yet personal service.

EXPERIENCE

Freelance Translator in Sheffield, Bruchsal and now Graben-Neudorf

(since November 2006)

- Varied work: since starting as a freelance translator, I have worked on a wide variety of translation projects for major translation agencies as well as direct clients. This has helped me to deepen my knowledge in my specialist fields of marketing and IT translations and also given me the opportunity to discover new areas of interest in my work, including translation work for a publisher of children's books.
- Technology: CAT tools (particularly Trados Studio) and thorough research help to ensure consistency and quality in all translations.
- Native speaker of German with excellent first-hand knowledge of English: living in an English-speaking country for over 13 years, I had every opportunity to further improve my familiarity with idiomatic expressions and cultural references. At the same time, I still used German on an everyday basis in frequent contacts with German colleagues in the area – and now that I have relocated to Germany, I am fully re-immersed in German language and culture!
- In touch with the translation community: extensive contacts with translator colleagues who work for agencies or as freelancers help me to stay aware of new developments and trends in the industry. I also work in partnership with my British husband who translates from German and French into English.
- Management skills: combining part-time work as a freelancer with the time management involved in raising a family has helped me to further develop my potential for organisational and leadership tasks.
- Professional: despite working with part-time availability, I guarantee that all accepted projects are handled with dedication and professionalism and are delivered on time. I also always ensure that I have the required subject expertise before accepting a commission.

In-house Translator with SDL Sheffield

(October 2003-October 2006)

- Translation work covering a broad range of subjects, including IT, telecommunications, multimedia, video games, tourism, business, and marketing.
- Review of the work of other translators and assessment of the quality of freelance translators' work.
- Testing of websites and software for linguistic and functional issues.
- DTP checks.
- Responsibility for German translations for the Sony PlayStation website.

Teaching work in the context of Teacher-Training Course in Germany

(September 2001-July 2003)

September 2001-August 2002: Hegel-Gymnasium in Stuttgart-Vaihingen

September 2002-July 2003: Immanuel-Kant-Gymnasium in Leinfelden-Echterdingen

- Lesson planning and preparation, research of subjects and preparation at a suitable level for the respective audience.

Part-time work at the Students' Helpdesk of the Computing Centre at the University of Regensburg

(January 1999-June 2001)

- Advising students in dealing with common computer problems, escalating more complex problems to more senior staff.
- Work as part of a self-managed team of student workers.
- Responsible for recruitment of new team members.

Leader of Regensburg group of the SMD (Studentenmission in Deutschland, cross-denominational Christian student organisation)

(March 1998-February 1999)

Linguistics tutor for first-year students in the Department of German at the University of Regensburg

(October 1997-February 1998)

EDUCATION

- 2004: Diploma in Translation (Institute of Linguists, now Chartered Institute of Linguists) in English into German with the grades:
 - General Translation: Distinction
 - Technology: Distinction
 - Social Science: DistinctionWinner of the Fred Brandeis Trophy for best English-German candidate
- 2003: Distance Learning Preparatory Course for the Institute of Linguists Diploma in Translation at City University London
- 2003: Completion of teacher-training course for Secondary Schools (Zweite Staatsprüfung für die Laufbahn des höheren Schuldienstes an Gymnasien in Baden-Württemberg) with the Grade 2.3 (good)
- September 2001-July 2003: Teacher-training course as secondary school teacher (Gymnasium) at Seminar 1 in Stuttgart, Germany
- April 1994-June 2001: Study of the subjects English and German at the University of Regensburg, Germany, graduating with an MA-Level degree (Erstes Staatsexamen) with the grade 1.8
 - English-German translation: grade 1.0
 - German-English translation: grade 1.0
- September 1996-July 1967: Year abroad with the Erasmus programme at the University of Reading, England
- October 1993-March 1994: Italian language course at Università per gli Stranieri in Perugia, Italy
- May 1993: Advanced school-leaving examination (Abitur) with the grade 1.6
- September 1984-May 1993: Secondary school at Gymnasium Korntal-Münchingen

Heike Osborne, DipTrans (CloL)

SKILLS/QUALIFICATIONS

- Computer skills: Trados and MemoQ. Also competent with MS Office.
- Languages:
 - German – mother tongue
 - English – written and spoken fluency
 - Italian – moderate fluency
 - French – holiday conversation level

MEMBERSHIPS/AFFILIATIONS

- Member of the Chartered Institute of Linguists in London

OTHER INTERESTS AND ACTIVITIES

- Founding and running of a German-language playgroup for young children in Sheffield
- Church activities