



Melanie GERTHEINRICH

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Freelance Translator Language Teacher

LANGUAGES:

- English
- Norwegian
- German

SUBJECT AREAS:

- Literature
- Business
- Science

MEMBERSHIPS:

BDÜ Federal Association of Interpreters and Translators

TWB Translators without Borders

DFG German-French Society

European Commission

Knowledge Center on Interpretation, Rare Languages Group

FORMAL EDUCATION:

- 1998 **High School Diploma**
- 1998 **Training Qualification:**
-2000 **Industrial Business Management Assistant**
- 2001 **English and American Studies,**
-2008 **Scandinavian Studies**
University of Vienna, Universitetet i Bergen
- 2021 **Exam Preparation: State-certified Translator**
-2023 AKAD Online University

PROFESSIONAL BACKGROUND:

- 2000 **International Sales Assistant**
-2001 Kliko Entsorgungssysteme GmbH
- 2004 **Tutor for Norwegian Language Students**
-2010 Institute of Scandinavian Studies,
University of Vienna
- 2005 **Research Assistant (Literary Studies)**
-2006 Canada Centre at the University of Vienna
- 2005 **Secretary, Translator, Proof-Reader**
-2010 Institute of Forest Ecology, BOKU University, Vienna
- 2006 **Language Teacher (Norwegian)**
-2010 Language Centre at the University of Vienna,
MultiLingua, VHS, OBS!online
- 2004 **Freelance Translator**
-2010 Burgtheater, Vienna / Colist GmbH / KEF
- 2010 **Maternity Leave**
-2011
- 2011 **Partner Secretary**
-2012 Schönherr Attorneys at Law, Vienna
- 2013 - **Export Sales Assistant**
Craemer GmbH, Herzebrock-Clarholz
- 2022 - **Owner**
Literally Language Services, Gütersloh

PRACTICAL EXPERIENCE:

RESEARCH FIELDS

Cognitive Linguistics, Pragmatics / Canadian Literature / Language Acquisition

TEACHING / TUITION

Norwegian language courses / ESL (English as a Second Language)

TRANSLATION AND PROOF-READING

Business texts:

Marketing & Sales, Business Administration

Contracts, shipping documents

Technical datasheets, User Manuals for CRM systems (Customer Relation Management)

Legal texts:

Compliance & White Collar Crime / Insolvency & Restructuring

Scientific texts:

Scandinavian Studies

Forest Ecology, Soil Science, Mountain Forestry

Development Studies

Diploma theses / Dissertations / Research publications / Abstracts

Literary texts:

Drama / Biography / Presentations

References: Thomas Vinterberg, Mogens Rukov, Marta Norheim, Jack Hodgins