



Sofia Dossmann

GERMAN CONTENT SPECIALIST
PROJECT MANAGER

KEY FACTS

- Linguist
- Project Manager
- TV Producer
- MA Government, IDC Herzliya
- BA German Studies, Uni Tübingen
- German, English, Hebrew, French

SKILLS

- Performs quality work in fast-paced, intense environment
- Excellent written and verbal communications skills
- Proven ability for effective teamwork and high attention to detail
- Demonstrates creativity and the ability to drive new inventions and innovations from idea to execution

TOOLS

- Smartling, MemoQ, Lokalise
- Jira, Slack, Asana
- Wix.com, monday.com

GET IN TOUCH

- dossfrau@gmail.com
- +49(0)177-3696266
- Located: Berlin

PROFILE

EN-GER TRANSLATION, LOCALIZATION EXPERT
(i10n & L8n), UX WRITER, PROJECT MANAGER

- Productive thinker, storyteller, writer and problem solver
- Manager of high value projects, creative teams & production crews

WORK EXPERIENCE

TRANSLATION & LOCALIZATION EXPERT, UX WRITER

Freelance | 2020 - today

- i18n & L10n for high tech projects
 - [Apple.com](https://apple.com), [Bumble](https://bumble.com), monday.com, [Wix.com](https://wix.com)
- Creative, smart and engaging content for marketing, UX, product, knowledge base, SEO & social media
- [Writing example](#)

GERMAN KNOWLEDGE BASE LEAD

Wix.com, Tel Aviv | June 2018 – Jan. 2020

- KB lead writer: UX/technical writing & customer solutions
- Created UX-driven technical instructions how to build professional websites with Wix and how to troubleshoot
- Cleared an accumulated backlog of over 3200 help articles within 1 year. On top, mastered the constant income of new articles. Succeeded to establish the lowest number of open tasks in all 5 KB language teams
- As a result, the GER ticket queue could be decreased sustainably to a low income level.
- Improved the quality of German knowledge base, help center & the SLA of customer support
- Built, trained & managed a team of 6 German KB writers



TRAININGS & CERTIFICATES

- Communication & Business Management (45h): Soft skills for leadership, management & conflict resolution (160h)
- Project Management (45h): Methods for highly effective project management
- "Starke Frauen, – Starke Firmen" (200h): Strong Women – Strong companies, Management training for women in leading positions

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WORK EXPERIENCE

EXECUTIVE TV PRODUCER

Novafilm, Berlin | March 2016 – March 2017

- Produced primetime TV movie "Lotta & der Ernst des Lebens" (ZDF) with 4.8 million viewers
- The 7th movie sequel had the highest TV ratings out of 9 movies produced (up today). Winner among all program on broadcasting day with a high above average percentage of young audience.
- Managed stakeholder, script development, budget, timelines and staff
- Selected, hired & lead the heads of departments
- Supervised a team of up to 70 personnel, assured alignment between departments
- Dramaturgic feedback for revision of the screenplay in all stages
- Supervised marketing efforts in print, radio and TV media

HEAD OF DEVELOPMENT TV SERIES

Novafilm, Berlin | July 2015 – March 2016

- Developed 12 new episodes for crime TV series: "Letzte Spur Berlin" (ZDF) with 4-5 million viewers/week
- Project management from start of brainstorming script ideas until execution of new season
- Lead story department of 15+ top notch screenwriters
- Acquisition & maintenance of an effective team of writers and high value primetime content
- Script analysis and dramaturgical feedback to create complex plot and get story ideas into the required framework

TV PRODUCER & SOCIAL MEDIA MANAGER

Novafilm, Berlin | Aug. 2009 – Jul. 2014

- Supervised the production of various TV series, several simultaneously; 4-6 million viewers/week
- Initiated & produced the first interactive online game companion for second screen app in German public television to provide an enhanced viewing experience for primetime TV series (Eyes & Ears-Award 2012)
- Edited scenes of screenplays, created synopsis and marketing content
- Initiated & established social media profiles for the company and all of its TV projects