

## Personal Details:

born 21.03.1964 in England  
Married, one child

## Education:

1994 – 1999 Bachelor of Arts (Hons) European History  
1994 – 1996 Diploma in European Humanities  
1982 – 1984 City & Guilds – Marketing & Administration  
1980/81 A-levels – English Language, English Literature, History.  
1979/80 O-Levels – English Language, English Literature, Mathematics, History,  
General Science.  
*Other*  
1990 – 1991 German Middle level 1 & 2  
German Higher level 1  
May 2006 CELTA (Certificate in English Language Teaching to Adults)

## Career:

Past 15 years **Freelance English Translator & Trainer**  
2009 – to-date *KDP Professional Translations; Kürten, Germany*  
**Translator and Co-owner**  
2006 – 2009 *Handon dressed to sell GmbH; Lindlar, Germany*  
*International Sports & Corporate Fashion*  
**Key Account & Marketing Manager**  
**International Sports & Corporate Fashion**  
1991 – 2005 *Toyota Motorsport GmbH; Cologne, Germany*  
*Panasonic/Toyota F1 Race Team*  
*Toyota Le Mans Race Team*  
*Toyota World Rally Championship Team*  
**Sales & Marketing Administrator (Sales & Marketing dept.)**  
**Merchandise Sales Co-ordinator - textiles specialist (Sales dept.)**  
**C.I. Management (Marketing & PR dept.)**  
1986 – 1990 *M.I. Financial Services Group; London, England*  
**Senior Administrator**  
**Sales & Marketing Administration Manager**  
1981 – 1986 *Feathers Hotel Group U.K.; Liverpool & London, England*  
**Receptionist**  
**Front Office Manager**  
**Sales & Marketing Executive**  
1980 – 1981 *O.P.C.S Government Administration Office; Liverpool, England*  
**Administration Officer**

<b>Translation specific</b>	<p><i>German to English translations</i> all areas specialising in: Technical reports, technical manuals, legal agreements Marketing/Advertising/C.I. Corporate communication Beauty, fashion and textiles, lifestyle Leisure and tourism Sport, motorsport Art and art history Certificates &amp; diplomas <b><u>Translating texts:</u></b> Marketing material, brochures, advertisements and exhibition material Technical tenders Contracts of all kinds (technical, commercial, private, housing) Technical specifications Shipping documents Websites and website updates Various journalistic reports for lifestyle/cultural journals Business correspondence, terms &amp; conditions Confidentiality agreements PowerPoint presentations – for internal / external use <b><u>For many companies including:</u></b> Siemens PayPal Bayer AG Phamos Natur MyToys GmbH Baumann Fabrics of Austria Bachmannpreis (Festival of German Language Literature) (Austria) ESPRIT International Conergy (Solar Systems) Toyota Motorsport GmbH Porsche AG Audi AG Baust Stanzentechnologie GmbH Deutsche Bahn Swiss Bahn Apple IADA e. V (<i>International Association of Archivists &amp; Conservators</i>)</p>
<b>Key Skills &amp; Experience</b>	<p>Project management Customer services, planning and monitoring key account projects Product research, development and implementation Sales &amp; marketing, public relations and C.I. Training: Management &amp; interpersonal (Business English Training) Excellent international communication skills Business &amp; administrative processes Budget development &amp; control Supplier management &amp; purchase</p>
<b>Languages</b>	<p>English – Mother tongue German – Fluent Spanish – basic knowledge (learning at present)</p>
<b>IT Skills</b>	<p>Excellent knowledge and experience with: SDL Trados 2014, Trados 2007, Across, MemoQ, XTMCloud, Idiom SAP, MS Office, Word, Excel, PowerPoint, Adobe MS Outlook, Internet, Sinix, Osiris and various e. procurement systems</p>