

**Katia Moya Restrepo**  
Translation – Editing – Proofreading  
German | English | Spanish  
Project Management  
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## Background Summary

I am a German translator and proofreader (English ⇄ German and Spanish into German) with many years of professional experience, specializing in medical and technical translations. In addition, I offer assistance with text composition (copyediting), editing, and proofreading German texts of any kind.

## Experience

Since 1997 to present

### FREELANCER

#### Translation (since 2010)

- Translated documents into German, Spanish, and English for translation agencies, movie companies, government and European Community organizations, and international companies.
- Experience in legal financial, and business-related translations (e.g. contracts, legal briefs, financial statements, annual & quarterly reports, IPO materials, corporate communications, real estate investment documents)
- Experience in medical translations: clinical trial documentation related to the development of new drugs and tolerability studies (e.g. oncology, diabetology, other autoimmune diseases, dermatology, pneumology), user manuals and documentation for medical devices, patient files and expert opinions
- Material included, academic publications, sociological and history-related manuscripts, marketing material, catalogues, technical manuals, questionnaires, movie-related material, and general administrative documents (birth certificates, application documents, software manuals and help texts, etc.)

#### Proofreading & Copy Editing (since 1997)

- Freelance copy editor for several publishing houses mostly for academic monographs, anthologies, and editions of primary sources (history, religious studies, political science, etc.).
- Proofreading and consulting for student and PhD papers
- Contributed to the composition of nonfiction manuscripts for several self-help books (medicine, cosmetics, healthy lifestyle)

#### Project management & small business administration (2007–2009)

- Developed concept papers and devised budgets for marketing activities (advertising campaigns, business conventions, market research, etc.)
- Negotiated and closed on advertising/marketing budgets (up to seven digits)
- Planning, organization and realization of project activities
- Every day business administration, accounting and controlling

## Education

1990–1997

Humboldt University Berlin  
Iranian Studies and Spanish

## Skills

All MS Office Applications, etc.

MemoQ (compatible with TRADOS packages/xliff files), Wordfast 3 & 5, Adobe Acrobat

## Specializations

Legal, Financial, Medicine, Technical, as well as Science, Business Social and Political Science, General