

Curriculum Vitae

Martin Keller

Email: mk@mktranslations.net
Website: www.mktranslations.net

Education and Training

April 2020	<u>NAATI Recertification</u> (Professional Translator Accreditation)
July 2017	<u>NAATI Recertification</u> (Professional Translator Accreditation)
July 2014	<u>NAATI Qualification</u> (Professional Translator Accreditation)
March 2010 – October 2010	<u>Certificate in Translation</u>
August 2008 – December 2009	<u>Advanced Diploma of Financial Services (Financial Planning)</u> Taxation Planning, Estate Planning, Advanced Investment Planning, Financial Plan Construction and Review, Advanced Skills Assessment
May 2007 – June 2008	<u>Diploma of Financial Services (Financial Planning)</u> Entry Level Competencies, Risk Management, Investment Planning, Superannuation & Retirement Planning
July 2002 – November 2006	University of Western Australia <u>Bachelor of Commerce/Arts</u> Majors: German (translation units), Investment Finance, Management Distinction (70.2%) average
August 2005 - July 2006	Wirtschaftsuniversität Wien Vienna University of Economics and Business Administration <u>One year study abroad in Austria</u> Continuation of Bachelor degree (Commerce and Arts)
September 2005	Wirtschaftsuniversität Wien Vienna University of Economics and Business Administration <u>Intensive German language program</u>
June 2002	Perth School of Hospitality and Tourism <u>Certificate 2 in Hospitality</u>
February 1997 –	Guildford Grammar School

November 2001

High School Final year subjects:
Chemistry Physics
Applicable Math English literature
Calculus French German
TER: 92.18

Employment History

April 2010 – Current

MK Translations (Freelance Translator)

Translation, editing/proofreading, certified document (AU), quality assurance, post-editing

February 2007 – March 2010

Western Pacific Financial Group

Financial Planner/ Paraplanner – preparing financial plans, attending client meetings, providing advice (investment planning, retirement planning, life insurance, estate planning, budgeting)

Language Skills

English:	Native Speaker	Written and Verbal
German:	Advanced	Written and Verbal
French:	Intermediate	Written and Verbal
Swiss German:	Fluent/Native	Verbal

Skills and Hobbies

Computer Skills: SDL Trados Studio 2017 (Advanced), memoQ 2015 (Advanced), Across (Competent), Microsoft Office (Advanced), Memsourc (competent)