

Natalie Dunn

Swadlincote, Derbyshire

07811 853453 / nataliedunntranslations@gmail.com

An experienced technical German translator with over 20 years' service within the manufacturing industry, supported by 4 years in language-based positions. Wealth of experience in translating technical German publications, marketing material and corporate documentation into English, with subjects spanning the automotive industry, bearing technology and original equipment manufacturing. A high-level operator of the SDL Trados Studio translation software with an extensive technical German vocabulary. A reliable, conscientious and professional individual, who is customer-focussed and demonstrates a thorough approach to her work.

LANGUAGE SKILLS:

Fluent German and native English speaker with additional language qualifications in French, Russian and Japanese.

ADDITIONAL SKILLS/QUALITIES:

- Proficient in Microsoft Office applications
- Qualified touch-typist
- Strong organisational and communication skills, with the ability to work well as an individual or as part of a team

PROFESSIONAL EXPERIENCE:

Freelance Technical German Translator
Dunn Translations Limited

December 2019 to present

Self-employed provider of technical translations from German into English, as well as proofreading and post-editing services, using SDL Trados Studio. Recent projects include automotive design guidelines, technical publications, and marketing and website material.

Senior Technical German Translator
Schaeffler (UK) Ltd, Minworth

September 2018 to December 2019

Promoted to position of Senior Technical German Translator within the UK Marketing and Communications Department of a global bearing manufacturer.

- Translated and proofread a wide range of Company literature, including product and technical publications, internal standards and procedures as well as marketing and training material, from German into English
- Created translation memory databases and produced, edited and reviewed translations using the computer-assisted translation software package SDL Trados Studio
- Maintained and managed an order logging system for translation work to ensure transparency, monitor deadlines and track the annual revenue target
- Processed translation enquiries and requests promptly and generated quotations for translation work to ensure rapid placement of orders

- Maintained a high level of service to customers during the long-term absence of a colleague, to ensure that translation deadlines were still met as far as possible
- Ensured rapid payment of completed translation work by raising invoices accurately and promptly
- Exceeded personal target through excellent prioritisation and negotiation with the customer

**Technical German Translator
Schaeffler (UK) Ltd, Minworth**

May 1998 to September 2018

- Translated the 700-page Schaeffler Technical Pocket Guide, providing English-speaking mechanical engineers, technicians and students with a technical reference book spanning numerous technical and scientific disciplines
- Proofread publications and documentation to ensure the technical and linguistic accuracy of translation work carried out internally and by external translation providers
- Consulted with internal customers to establish translation requirements and timescales
- Maintained regular contact with internal customers to ensure that they were optimally informed of progress and thus provide the best possible service
- Liaised with in-house application engineers on products and corresponding applications to ensure that customers always received technically accurate translations
- Consulted with translation colleagues in Germany on technical terminology and provided assistance with translation queries and requests
- Maintained a jobs list to efficiently coordinate, prioritise and monitor deadlines for translation work and ensure that customer requirements and deadlines were met
- Attended product and translation software training, both in the UK and in Germany, to improve product and translation awareness and enable more effective delivery of translations

EARLIER CAREER

A range of roles in language-based positions within the UK, including

- Internal Sales Coordinator for France/Germany Metsec, Oldbury
- European Patent Coordinator RWS, Gerrards Cross
- Corpus Linguistics Research Post University of Central Lancashire

QUALIFICATIONS / COURSES

University of Leeds

Joint Honours BA Degree in German and Linguistics, Class 2:1.

Institute of Translation and Interpreting

Qualified Member (MITI) of the ITI

SDL Trados Studio / Post-Editing

Attended a number of training courses in Germany on the various versions of Trados Studio translation software. Achieved SDL Post-Editing certification.

INTERESTS & ACTIVITIES

- Running, cycling, swimming, hiking and exercise classes. Qualified fitness instructor.