

# Birgit Baur

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## Objective

To provide professional translation/editing services from English into German

## Translation Expertise

Extensive experience providing legal translations to US courts (summons and complaints), government agencies, and various companies and organizations (confidentiality and non-disclosure agreements, distribution and license agreements, general terms and conditions as well as company websites, corporate reorganization documents, press releases and media kits, internal corporate communications, human resources documents, sales brochures, handbook and manuals, training manuals, safety documents, review forms, newsletters, etc.), software manuals, user guides, application software, desktop applications, etc.

**Specialization:** legal, business, software and general translations

**Rates:** Translation: US\$0.10/word; Proofreading/editing: US\$30.00 per hour,  
Minimum charge: US\$30.00

**Computer-assisted Translation Tool:** MemoQ 8.5

### Recent projects:

Website for a US bank, 12,000 words; Website, training sessions, videos, infomercials etc. for one of the largest private companies in the US, +50,000 words; video conferencing software, e-Learning software solution, authoring tool and LMS 10,000 words; Third Party Complaint, 21,000 words; Complaint and Summons, 9,200 words; Employment contract, 7,000 words; Terms of Trading 2,500 words; Indictment, 6000 words; Arrest Warrant, 300 words; Distribution agreement, 4,200 words; Company policy 16,000 words; Environmental, Health and Safety Protection Policy, 5,000 words; Code of Business Conduct, 10,000 words; Preservation notice 4,500 words; New York Times article, 2,400 words; Confidentiality agreement, 1,400 words;

## Work Experience

1996 – present Freelance translator/editor  
1992 – 1995 Proofread academic and research manuscripts,  
Humboldt-University, Berlin, Germany  
1991 Internship - City Government of Frankfurt, Germany  
1988 Internship - tax firm, Germany  
1986 Internship - Court of Appeals, Freiburg, Germany

## Education

2006 - 2008 Certificate in Translation, English to German, University of Toronto, Canada  
1986 - 1992 Law Studies (LL.B. equiv.), University of Freiburg, Germany  
1983 - 1986 English Studies (B.A. equiv.), University of Freiburg, Germany

### **Additional Technical and Specialty Training**

2004 Professional Web Development Certificate, Hunter College, New York

**Professional membership:** American Translators Association (ATA)

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