

# **STEPHEN J. MAAS - TRANSLATOR**

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## **PROFESSIONAL EXPERIENCE**

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### **ON-TIME TRANSLATIONS BARRE, VERMONT**

*Founder (October 2001-present)*

- Offer customized services for true-to-source translations. Establish standards of quality assurance, customer satisfaction and professional, discreet management of confidential client information.
- Areas of Specialization:
  - Sheetfed and digital offset printing presses, web printing presses
  - Pre-press and post-press machinery and systems
  - Bookbinding and paper processing machinery and systems
  - Mechanical engineering, systems engineering
  - Marketing materials, press releases
  - Large-scale construction project management
  - Information technology
  - Medical technology
  - Patent abstracts, patentability reports, WIPO patent materials
- Recent Translation Projects Include:
  - WIPO patent abstracts
  - WIPO WOSA reports
  - Diecasting machine operating manual
  - Operating manual for flat head angle grinder
  - Performance qualification documents for medical implant device
  - Technical press release for innovative solar cell design
  - Product brochure for military vehicle fuel pumps
  - Training materials for fashion industry design conference
  - Product information for swimming pool water treatment technology
  - Technical specifications for tunnel heading and loading excavator
  - Memoranda, design meeting notes, correspondence, etc. for hotel construction project
  - Internet copy for customer interface system

### **KBA NORTH AMERICA, INC., SHEETFED DIVISION WILLISTON, VERMONT**

*In-House Translator (June 2000-September 2003)*

- Created translations of technical installation instructions, diagrams, technicians' reports, sales information, legal documents and other official information in both German and English for all in-house departments of major international printing press manufacturer.
- Facilitated bilingual correspondence and information exchange among service department and field technicians and demonstrators. Manipulated, edited and distributed digital images of technical drawings, sales and technical modification information to expedite on-site customer service and repairs.
- Assisted Director of Technical Services with data flow organization and customer service. Assisted Regional Coordinators, Service Managers and Vice President of Operations in conversational interpreting with German employees and factory headquarters in Radebeul, Germany.

## **PROFESSIONAL ASSOCIATIONS**

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### **The American Translators Association**

*Associate Member, 2000-Present*

## **EDUCATION**

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### **HAMILTON COLLEGE, CLINTON, NY**

*Bachelor of Arts in German and Creative Writing, 2000, Magna cum laude*

### **UNIVERSITÄT DORTMUND, DORTMUND, GERMANY**

*Hamilton College Year Abroad, September 1998-July 1999*

## **AWARDS**

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*Wyld Prize in German, 2000 (Hamilton College)*

*Phi Sigma Iota (International Foreign Language Honor Society)*

## **SKILLS**

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**Languages:** Fluent in German  
Native English (US) speaker

### **Computer Skills:**

Microsoft Office, Visio

Adobe Creative Suite

Digital photography & image manipulation

HTML

Adobe FrameMaker

Metatexis

Transit NXT

Trados Studio 2017