

Christina Siegel

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Professional Experience

German Translator/Content Specialist, TE Connectivity **Sept 2018 – Present**

Reporting to the Senior Global Lead – Digital Content Experience/Enterprise Content Strategy

- Lead reviewer of German translations for www.te.com/de
- In-context review of translated pages and localization in Adobe Experience Management (AEM)
- Translate/localize urgent communications from Corporate such as press releases and CEO messages
- Translate/localize myTE App content, e-commerce labels, and video/image subtitles
- Regular updates to TM, glossaries, style guide, and localization guidelines for German
- Work with business units to create business-unit specific glossaries
- International SEO/taxonomy SEO including analyzing search & keyword performance (Adobe Analytics/SEMrush)
- Technical copywriting (product descriptions) in both English and German

Freelance Translator, Tina Siegel Translations **Oct 2017 – Present**

- Translation of resumes, cover letters, reference letters, and employment certificates
- Certified translation of personal/immigration documents
- Translation of annual reports, commercial register entries, and tax documents
- Proofreading/editing/QA review of technical reports authored by non-native engineers for a commercial insurance company
- Transcription and translation of letters and documents in Old German handwriting (personal letters and documents)
- Transcription of German audio
- Voiceovers in German and US English

Housing Management Director, Cumberland County Housing & Redevelopment Authority **Nov 2014 – Sept 2018**

- Oversee 19 residential properties including Public Housing, USDA Rural Development (RD), HUD Section 8/202, and Low-Income Housing Tax Credit (LIHTC) programs
- Oversee leasing and management of 7 commercial spaces
- Supervision, evaluation, and direction of a staff of 13 (property managers/supportive services)
- Prepare and monitor 20 annual operating budgets
- Administer the Capital Fund for Public Housing including related procurement and compliance matters as well as submit the Annual and Five-Year Action Plans to HUD
- Prepare and update Affirmative Fair Housing Marketing Plans for Tax Credit properties
- Provide training on compliance with all applicable government agency standards and requirements as well as fair housing regulations
- Plan and prepare leasing and management of newly constructed buildings
- Prepare management agreements, leases, and third-party supportive service agreements
- Work with state and local agencies such as PHFA and HUD regarding grants, file reviews, and property inspections
- Conduct compliance review of tenant files, terminations, and rental subsidy submissions

Property Manager, Property Management, Inc., **Sept 2011 – Nov 2014**

- Manage 5 residential properties including USDA RD and LIHTC
- Supervise a staff of 4 (admin/maintenance personnel)
- Process incoming invoices and rent payments through Yardi software
- Marketing and leasing of vacant units, verifying applicant eligibility
- Perform annual and interim tenant certifications in Yardi
- Process lease terminations and evictions according to local code/program guidelines
- Perform regular apartment inspections
- Assist with the preparation of annual operating budgets and capital improvement plans

Service Help/Receptionist, McCafferty Ford & Kia of Mechanicsburg (now Fred Beans) **June 2010 – Sept 2011**

- Greet and check in service customers
- Check out customers, answer phones, schedule service appointments
- Reach out to new customers for their first service appointment after new car purchase
- Assist with the preparation of warranty repair claims for Ford/Kia
- Assist with the preparation of service staff's payroll
- Manage and distribute customer surveys

Property Manager, Property Management, Inc.

Dec 2009 – March 2010

- Manage 2 residential Tax Credit properties for the elderly/disabled
- Determine applicant eligibility, maintain waitlist, market and lease vacant apartments
- Prepare annual recertification paperwork
- Process incoming invoices and other paperwork
- Perform annual apartment inspections
- Coordinate apartment inspections with PHFA, Housing Authorities, etc.

Freelance Translator, Wuerzburg, Germany

June 2008 – Jan 2013

- Translate news articles for a Germany-based wine magazine VINUM Magazin für Weinkultur (formerly “Yoopress”)

Education

Accredited College for Foreign Language Professions - Wuerzburger Dolmetscherschule, Germany

German undergraduate degree	State Certified Translator/Interpreter for English/German (2008)
German associate's degree	Accredited Foreign Language Correspondent, English/German (2005)
German high school diploma	Realschule Ochsenfurt (2003)

Professional Memberships

American Translators Association (ATA)
 BDÜ (Federal Association of Interpreters and Translators in Germany)
 National Language Service Corps

Certifications

Pennsylvania Real Estate Salesperson License, 2012
 HUD Assisted Housing Manager Certification, May 2015
 C3P Certification for Low Income Housing Tax Credit, 2013
 S.T.A.R USDA Rural Development Certification, 2013
 Certified Court Interpreter for Pennsylvania, 2021

Software

Microsoft Office Suite, Adobe Acrobat, Adobe Experience Management
Property Management software: Yardi, OneSite
Translation software: SDL Trados Studio 2019
 Familiar with SEO-related platforms such as SEMRush and Adobe Analytics

Languages

German Native speaker
English Fluent/native speaker level
Spanish Advanced