

SUSANNE JASPER

9344 Turtle Pass • Fort Worth, TX 76177 • 520.730.3846 • susanne@apondapart.com

BILINGUAL TRANSLATOR & COMMUNICATIONS SPECIALIST

Challenging English-to-German and German-to-English translation, localization, and transcreation projects with the opportunity to utilize my knowledge and skills in linguistics and culture to facilitate effective communication for organizations and individuals.

CAREER SUMMARY & PROFILE

Bilingual German and English. Native German speaker with excellent command of English, experienced in generating accurate translations that are authentic and culturally appropriate in the target language. **ATA-certified translator for German to English**. In addition to experience with **translating and transcreating general texts**, experience with translations and transcreations in the following areas & industries: **medical, marketing, corporate communications, cosmetics/beauty, investment management, and aircraft interiors**. Experience with **subtitling and glossary creation** in English and German. Effective **writer** in both languages. **Driven communications specialist** whose strengths in strategic communication, in-depth knowledge of German and US-American cultures, and bilingual German and English skills have increased international company's visibility as well as effectiveness in communicating internally and externally. **Excellent analytical skills**, with the ability to research and process information in a diligent and relevant manner. **Highly motivated, resourceful, and organized self-starter**, able and used to perform under pressure and tight deadlines. Ability to travel domestically and internationally.

Areas of Expertise Include:

◆ Translations/ Localization/ Transcreations German, English	◆ Subtitling	◆ Marketing & Corporate Communications
◆ Proofreading/Editing/QA German, English	◆ Glossary creation	◆ Presentations
◆ Content Writing German, English	◆ Web Content Management	◆ MS Word, Excel, Power Point; Adobe InDesign; Contao; Wordpress; SDL Trados Studio 2017, memoQ 8.5, WebCAT

PROFESSIONAL EXPERIENCE

Founder of A Pond Apart, LLC Language, Communication & Intercultural Services, Ft. Worth, TX, July 2017 – present

- Translations from German into English and English into German.
- Localization and transcreation of German content for U.S. market and vice versa.
- Content writing in German and English.
- Proofreading and editing of German and English texts.
- Subtitling
- Intercultural consulting for German and U.S. markets. Expat destination services in the DFW metroplex.

Corporate Communications Specialist, RECARO Aircraft Seating, Fort Worth, Texas October 2014 – July 2017

- Wrote, edited, proofread, translated, and localized texts for marketing materials, customer correspondence, advertisements, press releases, presentations, and other internal & external communication in English and German. Ensured that information and messaging in communications was accurate, consistent, authentic, and culturally appropriate in both languages.
- Responsible for creation of monthly company newsletter in English and German for all international locations.

- Headed team of writers for intranet content.
- Raised awareness of cultural differences in global teams and assisted in improving their communication and collaboration. Planned and organized intercultural workshops for executive team, management team, and other staff.
- Administrated and updated content of company website.
- Contacted media for publicity. Facilitated journalists' visits and work such as interviews, tours, and filming on-site.
- Created summaries and briefings for CEO in preparation of media interviews.
- Created presentations in German and English.
- Developed and implemented strategy for communication of new policies and other relevant messages internally.
- Ensured that brand core message and corporate design guidelines were adhered to in all communications.
- Coordinated and collaborated with PR agency for preparation and publication of press releases.
- Tracked social media and reported relevant content to stakeholders (executive team, HR, Business Excellence team).
- Stayed abreast of relevant industry news and informed stakeholders of relevant news.

Freelance Translator (German-English/English-German), Wrightstown, NJ & Ft. Worth, TX October 2011 to present

- Translate and/or localize documents such as marketing collateral, business presentations, business plans, websites, and articles.

Medical transcriptionist, Practice Dr. Paul Alexy,

Wertingen, Germany May 1989 – May 1999

Transcribed medical evaluations and reports. Good working knowledge of general medical terminology and terminology pertaining to internal medicine including spelling.

EDUCATION & MEMBERSHIPS

- **Juris Doctor (JD),** Bayerische-Julius-Maximilians Universität Würzburg, School of Law, Germany, 2001
- **ATA-certified translator for German to English**
- **Member of ATA (American Translators Association)**
- **Member of ProZ**