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QUALIFICATIONS SUMMARY

Multilingual Translator and part-time University Lecturer with broad experience in training, documentation, translation, transcription and project management as well as, teaching in a university setting. Highly organized and proficient in using web and computer technologies for specialized translation, transcription and related language services. Part-time university lecturer with long-standing experience.

PROFESSIONAL EXPERIENCE

- 2002 – present ***Freelance Translator and Documentation Specialist***
Translated, revised and proofread a broad range of documents – mainly English, French, Spanish and Dutch into German
- Offered customers comprehensive translation, transcription and documentation services, including project management, revisions and proof-reading, glossary maintenance and terminology research
 - Specializing in technical texts of various kinds and disciplines: mechanical engineering, railway, medical and pharmaceutical, etc.
- 2009 – present ***Part-time University Lecturer***, DHBW Baden-Wuerttemberg, Heidenheim, Germany
Holding lectures for students in *Technical English, Introduction into Academic Working Methods* and *Mathematical Basics*
- 2001 – 2002 ***Intelsat, QA & Process Office***, Washington, DC, USA
Training and Documentation Analyst
Created, revised and updated technical documentation and training materials, such as Procedures, Checklists and User Manuals
- Introduced systematic technical documentation and training to comply with industry standards and improve quality and response time of technical customer service
 - Designed and implemented a website to allow Network Management users quick and direct on-line access to all relevant procedures and documents
 - Administrated website and continuously kept its documents up to date using web authoring tools and a variety of office software applications
- 1995 – 2000 ***International Customs Tariffs Bureau (BITD)***, Brussels, Belgium
German Translator
Translated, revised and proofread customs tariffs and related technical, scientific, economic and legal texts – English, French, Spanish and Portuguese into German
- Translated five to seven customs tariffs of several hundred pages per year and prepared them for publishing
 - Introduced MS Word as new word processing software to facilitate the transition to industry standards, improving document presentation and increasing efficiency
 - Programmed Word macros to increase work efficiency
 - Helped implement a data base system

- 1994 – 1995 **Hitext S. A.**, Brussels, Belgium
German Language Specialist
 Translated technical documents and localized software for major companies, including Cisco, Motorola and 3M – English and French into German

MILITARY SERVICE

- 1985 – present **German Army Reserves**, Deutsche Bundeswehr, Germany
Current rank: Lieutenant Colonel (Reserve Duty)
- Received training at military schools and academies in leadership, organizational management, Military English, French and Spanish
 - Head of a cross-border liaison team to the French military
- 1983 – 1985 **German Army**, Deutsche Bundeswehr, Germany
Officer candidate in the Artillery Corps (Active Duty)

EDUCATION

- 1993 – 2013 *Language courses with certificates in Spanish, Portuguese, Dutch, Russian and Turkish*
- 1986 – 1992 **Studium Generale, University of Karlsruhe (TH)**, Germany
Language courses with certificates in Technical English, Technical French and Spanish
- 1985 – 1992 **Computer Science Dept, University of Karlsruhe (TH)**, Germany
M.S. in Computer Science, B.S. in Computer Science
- 1988 – 1989 **University of Edinburgh**, Scotland
One-year study-abroad program in Artificial Intelligence and Computer Science

PROFESSIONAL SKILLS

- Languages
- German – native speaker
 - English, French and Spanish – fluent knowledge, written and spoken
 - Portuguese and Dutch – basic fluency, written and spoken
- Computers
- Programming experience in various computer languages; proficient in the use of the Internet, HTML programming, Dreamweaver, MS Office Suite, Visio, Freehand and a variety of other office and desktop publishing applications
 - Sound knowledge of user and network administration
 - Proficient use of MemoQ, Across and Wordfast as CAT tools
- Other
- Over 30 years experience in teaching and tutoring in mathematics, sciences and languages, as well as, Internet basics for professionals and retirees
 - 1987 – 1991: Part-time scientific assistant at the Computer Science department, University of Karlsruhe, Germany