

## LANGUAGES: GERMAN > ENGLISH

### CLIENTS

Adobe Systems Inc., Daimler AG, EVONIK, Verlag Europa-Lehrmittel, Landexx GmbH & Co. KG, OmniLingua and others

### TRANSLATION PROJECTS

Automotive/military vehicle diagnostics, operating manuals, technical specifications, training videos and marketing materials, including the 2<sup>nd</sup> edition of the book "Modern Automotive Technology: Fundamentals, service, diagnostics"; software localization and user manuals, SAP instruction manuals, online education videos, medical equipment manuals, logistics, technical instruction manuals and safety specifications; business presentations and contracts, employee/company newsletters, magazines and press releases

### SKILLS AND TOOLS

- Professional German to English freelance translator/localization specialist since 1998
- **Operating Systems:** Windows 7 Professional and Ultimate; previous experience with Macintosh, Linux and Unix
- **Specialized software:** Adobe Creative Suite 4, 5 & 6 Design & Web Premium, MemoQ 6.2/2013, SDL TRADOS Freelance Suite 2009/2011/2014 and MultiTerm Extract; Transit NXT Professional and RC WinTrans 7  
*Past work with:* CVS, JavaScript, HTML, XML, Pascal, Visual Basic, Visual C++, Visual J++, SQL, WinCATS, FileMaker Pro, Help Workshop compiler, Novell NetWare, Microsoft Project, Visio, Visual Basic 6.0 and Visual Source Safe; Oracle SQL Plus, Form Builder, Schema Builder, Query Builder
- Website development, DTP, graphics localization, transcreation, technical writing and editing
- Software and website quality assurance, localization and technical support; DSL and LAN networking experience
- Policies and procedures manual development, contract preparation and bookkeeping experience

### EDUCATION

- *Fahrzeugtechnik* (Automotive Engineering) - Workshop in German and English, BDÜ Bavaria, Munich, Germany, October 2009
- Essentials of Management I, Basic and Advanced Purchasing and Records Management courses, State of Montana, Helena, MT, 2003 - 2005
- Visual Basic 6.0, Object-Oriented Programming (Java using J++) and Intro to Oracle/SQL, Helena College of Technology, Helena, MT, 2002
- M.A., Translation of German, Monterey Institute of International Studies (MIIS), Monterey, CA, 1998
- Institute of Translation and Interpretation, Ruprecht-Karls Universität, Heidelberg, Germany, 1996-1997
- International Business German Certificate, *Wirtschaftsdeutsch International*, 1996
- B.A., German, *cum laude*, San Francisco State University, San Francisco, CA, 1992
- Summer internship at the *Main-Echo* newspaper in Aschaffenburg, Germany through the International Education Program, Foothill College, Los Altos Hills, CA, 1990

## PROFESSIONAL EXPERIENCE

### Professional IT experience:

- Software and web page localization specialist for **Lionbridge Technologies and Netscape/AOL**.
- Software and web page quality assurance engineer and tester for **Phoenix Technologies, Softbank Content Services, Lionbridge Technologies and Netscape/AOL**
- Edited, compiled and tested software (usability, functionality, white box, etc.), online help files and web pages in European and Asian languages
- Created a multi-platform/multilingual QA lab, including network setup and installation and removal of hardware, software and operating systems
- Created ad images for Netscape International Search program
- Tested functionality, logic and graphical user interface of recovery and patch update software
- Supervised and trained software testers; supervised quality assurance lab activities
- Developed quality assurance test cases and procedures
- Edited and compiled RoboHelp, Visual Basic for Applications macros, Delphi (Pascal) and Visual C++ files
- Provided computer technical support and database development and administration for other companies

### Professional business experience:

- Former Associate Director for the **Montana Small Business Development Center**
- Former Contracts Manager for the **State of Montana Fish, Wildlife and Parks Design and Construction Bureau**
- Tracked contracts/projects, prepared contract and bid specification books
- Developed and updated administrative policies and procedures
- Researched and analyzed disaster contingency costs, processes and procedures
- Assisted in the development of information systems disaster contingency plans
- Developed disaster planning questionnaires
- Prepared and analyzed contracts/agreements and MOUs between various companies and service providers
- Designed flow charts, graphs, spreadsheets and other presentation materials
- Full charge bookkeeper for various companies: created and maintained bookkeeping policies, procedures and filing systems, prepared financial statements and reports, handled accounts receivable/payable