**Résumé**

**Contact Details**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Personal Information**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of birth: 20th March 1975

Job: Employee in sales / export (supplier to automotive industry)

**Languages**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Language pairs: German to English

English to German

Mother tongue German

Fluent English, French

Read/written Spanish, Italian

**Career profile**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

April 2004 to present: Freelance translator (German to English, English to German)

February 2004: Examination as state-approved Interpreter and Translator (English);

Grade: distinction (Chamber of Commerce and Industry Dortmund)

December 2002: Examination as state-approved Translator (English); Grade: distinction

 (Chamber of Commerce and Industry Dortmund)

June 1998: Examination as Foreign Language Correspondent (English);

 Grade: distinction (Chamber of Commerce and Industry Dortmund)

**Major fields**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Automotive industry, cold forging, wire industry, metal processing, automation technology,

technical translations in general, economics, commerce and finance, commercial

correspondence, correspondence in general, private and commercial websites, travel, leisure and

tourism, advertising brochures/leaflets, newspaper advertisements, menu cards, press folders

**Other services offered**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proofreading

Transcription (text – text / audio – text)