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| Europass  Curriculum Vitae | |  | | | | | | | | | | | | |
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| Personal information | |  | | | | | | | | | | | | |
| Surname(s) / First name(s) | | Koppelwieser Martina | | | | | | | | | | | | |
| Address(es) | | Veilchengasse 3c, 84405 Dorfen, Germany | | | | | | | | | | | | |
| Telephone(s) | | (49-8081) 95 30 83 | | | | |  | | | |  | | | |
| Fax(es) | | (49-8081) 95 30 79 | | | | | | | | | | | | |
| Email | | [info@textcenter.de](mailto:info@textcenter.de) or [mkoppelwieser@googlemail.com](mailto:mkoppelwieser@googlemail.com) | | | | | | | | | | | | |
| Internet | | [www.textcenter.de](http://www.textcenter.de) | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| Nationality | | German | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| Desired employment / Occupational field | | Translator English-German or French-German  German Editor | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| Work experience | |  | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| Dates | | 1993 onwards | | | | | | | | | | | | |
| Occupation or position held | | **Freelance translator** | | | | | | | | | | | | |
| Main activities and responsibilities | | Translation in various fields   * General * Medical (Diabetes)/ Pharma * Marketing materials - (parts of) catalogs/brochures for adidas, Bushnell, Tasco, Serengeti * Website translations (f.e. [www.volterys.org](http://www.volterys.org), [www.cover-systems.co.uk](http://www.cover-systems.co.uk)) * Translating for *Microsoft Encarta* | | | | | | | | | | | | |
| Type of business or sector | | Translation English-German / French-German | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| Dates | | 1993 onwards | | | | | | | | | | | | |
| Occupation or position held | | **Freelance editor/author** | | | | | | | | | | | | |
| Main activities and responsibilities | | Text Editing German   * Website content, newsletter, weblog entries * Marketing materials, mailings, flyer * Press Releases * Guides and articles on different topics (medical, IT, financial), for insurance and health companies mainly * Various articles on Diabetes, incl. [*Diabetes – vorbeugen, behandeln, heilen*](http://www.amazon.de/exec/obidos/ASIN/3817458517/qid=1144678643/sr=1-1/ref=sr_1_0_1/303-1176288-0711409) (paperback) | | | | | | | | | | | | |
| Type of business or sector | | Editing and Copywriting | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| Dates | | July 2000 – March 2001 | | | | | | | | | | | | |
| Occupation or position held | | **Freelance translator / editor** | | | | | | | | | | | | |
| Main activities and responsibilities | | Website localisation (English-German) for [www.smarterwork.de](http://www.smarterwork.de) / [www.smarterwork.com](http://www.smarterwork.com)   * Localisation of all parts of the German website, including * Forms and system messages * Marketing campaigns * Usability testing * Cooperation with UK web programmers * Use of Content Management System, HTML-coding | | | | | | | | | | | | |
| Name and address of employer | | smarterwork GmbH, Munich, Germany | | | | | | | | | | | | |
| Type of business or sector | | Internet platform for projects/jobs | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| Dates | | May – December 2000 | | | | | | | | | | | | |
| Occupation or position held | | **Freelance proofreader / editor (part-time)** | | | | | | | | | | | | |
| Main activities and responsibilities | | Proofreading / editing of web catalogue entries for www.netguide.de | | | | | | | | | | | | |
| Name and address of employer | | Netguide GmbH, Munich, Germany | | | | | | | | | | | | |
| Type of business or sector | | Internet catalogue | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| Dates | | 1996 - 1998 | | | | | | | | | | | | |
| Occupation or position held | | **Freelance secretary (part-time)** | | | | | | | | | | | | |
| Main activities and responsibilities | | Management of the Munich office of the Jewish sports club   * Organisation of various sports and social events * Correspondence German/English/Hebrew | | | | | | | | | | | | |
| Name and address of employer | | TSV Maccabi München e.V., Munich, Germany | | | | | | | | | | | | |
| Type of business or sector | | Sports club | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| Dates | | 1992 - 2000 | | | | | | | | | | | | |
| Occupation or position held | | **Freelance foreign language secretary (part-time)** | | | | | | | | | | | | |
| Main activities and responsibilities | | Office Management   * General tasks of a secretary * Correspondence English/German/Hebrew * Translation of user manuals | | | | | | | | | | | | |
| Name and address of employer | | Gateway Marketing & Consulting GmbH, Munich, Germany | | | | | | | | | | | | |
| Type of business or sector | | Marketing and consulting in various areas (software f.e.) | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| Dates | | 1988 - 1991 | | | | | | | | | | | | |
| Occupation or position held | | **Foreign language secretary** | | | | | | | | | | | | |
| Main activities and responsibilities | | Translation in various fields   * General tasks of a secretary * Correspondence English/German/Hebrew | | | | | | | | | | | | |
| Name and address of employer | | Beerola Naturspezialitäten GmbH, Munich, Germany | | | | | | | | | | | | |
| Type of business or sector | | Franchisor of juice shops | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| Dates | | 1985 – 1988 | | | | | | | | | | | | |
| Occupation or position held | | **Freelance translator English/French/Hebrew into German** | | | | | | | | | | | | |
| Main activities and responsibilities | | Translations in various fields, amongst others   * General translations, correspondence * Hotel and tourism brochures * Product brochures and user manuals * Parts of *The Bible Concordance* (McMillan) * *Kabbalah for the Layman*, paperback | | | | | | | | | | | | |
| Name and address of employer | | Various translation agencies in Tel Aviv, Israel | | | | | | | | | | | | |
| Type of business or sector | | Translation English-German / French-German / Hebrew-German | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| Dates | | 1985 - 1987 | | | | | | | | | | | | |
| Occupation or position held | | **Editor of the German edition of a multi-lingual periodical** | | | | | | | | | | | | |
| Main activities and responsibilities | | Editor of the German edition   * reviewing and editing of articles * translation into German (from French and English) * coordination with other language editors * composition of articles | | | | | | | | | | | | |
| Name and address of employer | | *Israel Revue*, Tel Aviv, Israel | | | | | | | | | | | | |
| Type of business or sector | | Bi-weekly periodical published in English, French and German | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| Education and training | |  | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| Dates | | 1981 - 1987 | | | | | | | | | | | | |
| Title of qualification awarded | | B.A. in English and French Literature (+ some M.A. courses in English) | | | | | | | | | | | | |
| Principal subjects/occupational skills covered | | Literature (medieval – contemporal), Linguistics,Translation | | | | | | | | | | | | |
| Name and type of organisation providing education and training | | Bar Ilan University, Tel Aviv, Israel | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| Personal skills and competences | |  | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| Mother tongue(s) | | German | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| Other language(s) | |  | | | | | | | | | | | | |
| Self-assessment | |  | Understanding | | | | | Speaking | | | | | Writing | |
| European level (\*) | |  | Listening | | Reading | | | Spoken interaction | | Spoken production | | |  | |
| English | |  | C2 | Proficient User | C2 | Proficient User | | C1 | Proficient User | C2 | | Proficient User | C1 | Proficient User |
| French | |  | B2 | Independent User | C2 | Proficient User | | B2 | Independent User | B2 | | Independent User | B2 | Independent User |
| Hebrew | |  | C2 | Proficient User | B2 | Independent User | | C2 | Proficient User | C2 | | Proficient User | B2 | Independent User |
| Russian | |  | A1 | Basic User | A1 | Basic User | | A1 | Basic User | A1 | | Basic User | A1 | Basic User |
|  | | (\*) Common European Framework of Reference for Languages | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| Organisational skills and competences | | Working as a freelancer for many years now, I've learned to do any job in a timely, precise and organised manner. | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| Technical skills and competences | | Web design, basic skills in php programming and javascript | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| Computer skills and competences | | Windows 95/98/NT/XP, MS Office, ACT! Contact Management, Email programs, HTML editors (Dreamweaver, Phase V, f.e.), graphic design (Photoshop), content management systems. I work with Wordfast Classic, but have used also other CAT-Tools. | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| Artistic skills and competences | | I play the piano and the guitar once in a while and have had many years of training. | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| Other skills and competences | | I like cooking and baking, I read a lot and I'm interested in a variety of topics such as politics, economics, sports, educational, medical and social matters. | | | | | | | | | | | | |
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