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| EuropassCurriculum 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 or mkoppelwieser@googlemail.com  |
| Internet | [www.textcenter.de](http://www.textcenter.de)  |
|  |  |
| Nationality | German |
|  |  |
| Desired employment / Occupational field | Translator English-German or French-GermanGerman Editor |
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| Work experience |  |
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| 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%3D1144678643/sr%3D1-1/ref%3Dsr_1_0_1/303-1176288-0711409) (paperback)
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| Type of business or sector | Editing and Copywriting |
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| 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
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| Name and address of employer | smarterwork GmbH, Munich, Germany |
| Type of business or sector | Internet platform for projects/jobs  |
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| 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 |
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| 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.) |
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| 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
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| Name and address of employer | Beerola Naturspezialitäten GmbH, Munich, Germany |
| Type of business or sector | Franchisor of juice shops |
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| 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 |
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| 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
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| Name and address of employer | *Israel Revue*, Tel Aviv, Israel |
| Type of business or sector | Bi-weekly periodical published in English, French and German |
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| Education and training |  |
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| 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 |
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| Personal skills and competences |  |
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| 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. |
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| Technical skills and competences | Web design, basic skills in php programming and javascript |
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| 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. |
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| Artistic skills and competences | I play the piano and the guitar once in a while and have had many years of training. |
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| 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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