

STEPHEN J. MAAS - TRANSLATOR

101 Red Clover Way / Milton, VT 05468 USA / Tel: 802-373-1444 / Fax: 802-893-6080 / Email: steve.maas@gmail.com

PROFESSIONAL EXPERIENCE

ON-TIME TRANSLATIONS MILTON, VERMONT

Founder (October 2001-present)

- Offer customized services for true-to-source translations. Establish standards of quality assurance, customer satisfaction and professional, discreet management of confidential client information.
- Areas of Specialization:
 - Sheetfed and Digital Offset Printing Presses
 - Web Printing Presses
 - Pre-Press and Post-Press Machinery and Systems
 - Bookbinding and Paper Processing Machinery and Systems
 - Marketing Materials, Press Releases
 - Large-Scale Construction Project Management
 - Information Technology
- Recent Translation Projects Include:
 - Press releases for bookbinding and printing press machinery manufacturer
 - Technical specifications for locomotive engine cooling system
 - Technical specifications for tunnel heading and loading excavator
 - Operating manual for tunnel heading and loading excavator
 - Memoranda, design meeting notes, correspondence, etc. for hotel construction project
 - Internet copy for customer interface system
 - Trend descriptions and articles for future technology database
 - Complete operating manual for perfect bookbinding system
 - Complete service/maintenance manual for perfect bookbinding system

KBA NORTH AMERICA, INC., SHEETFED DIVISION WILLISTON, VERMONT

In-House Translator (June 2000-September 2003)

- Created translations of technical installation instructions, diagrams, technicians' reports, sales information, legal documents and other official information in both German and English for all in-house departments of major international printing press manufacturer.
- Facilitated bilingual correspondence and information exchange among service department and field technicians and demonstrators. Manipulated, edited and distributed digital images of technical drawings, sales and technical modification information to expedite on-site customer service and repairs.
- Assisted Director of Technical Services with data flow organization and customer service. Assisted Regional Coordinators, Service Managers and Vice President of Operations in conversational interpreting with German employees and factory headquarters in Radebeul, Germany.

PROFESSIONAL ASSOCIATIONS

The American Translators Association

Associate Member, 2000-Present

- Attended 42nd Annual Conference, Los Angeles, California, 2001

The New England Translators Association

Member

EDUCATION

HAMILTON COLLEGE, CLINTON, NY

Bachelor of Arts in German and Creative Writing, 2000

UNIVERSITÄT DORTMUND, DORTMUND, GERMANY

Hamilton College Year Abroad, September 1998-July 1999

SKILLS

Languages: Fluent in German
Native English (US) speaker

Computer Skills:

Microsoft Word, Excel, PowerPoint
Macintosh and Windows platforms
Keyboarding, approx 70 WPM
Adobe Photoshop
HTML
Digital photography & image manipulation
Adobe FrameMaker
Transit Satellite
Adobe Premiere, After Effects
Metatexis (Trados-compatible TM software)