



Europass Curriculum Vitae

Personal information

First name / Surname **CATHERINE JOKSCH**

Address Heinzelmannngasse 5/12, 1200, Vienna, Austria

Mobile: +43 0650 7419780

E-mail Catherine.Joksch@gmail.com, Catherine@Joksch.info

Nationality Austria

Date of birth 07/04/78

Gender Female

Work experience

Since July 2011 Freelance translator at Catherine Joksch Translations

Dates October 2010 – December 2010

Occupation or position held Freelance translator

Main activities and responsibilities Translations

Name and address of employer Women Against Violence Europe – WAVE, Bacherplatz 10/5, 1050 Vienna, Austria

Type of business or sector NGO

Dates September 2010 – September 2010

Occupation or position held Freelance transcription services

Main activities and responsibilities Conference transcription

Name and address of employer Municipal Department 57 – City of Vienna Women's Department (MA 57) - Magistratsabteilung 57 Frauenförderung und Koordinierung von Frauenangelegenheiten, Friedrich-Schmidt-Platz 3, 1082, Vienna, Austria

Type of business or sector Public sector

Dates March 2007– August 2010

Occupation or position held Translator and Project assistant

Main activities and responsibilities

- Writing and translating the monthly WAVE-Newsletter (English – French)
- Translating the Fempower – Magazine (English – French)
- General fundraising and acquisition
- Preparation of project proposals and presentations including drafting of applications and tender offers
- Organising seminars, workshops, project meetings and trainings
- WAVE-Network management , including coordination of the WAVE -Network members and Focal Points within Europe
- Update of the WAVE-Database.

Name and address of employer Austrian Women's Shelter Network – Verein Autonome Österreichische Frauenhäuser, Bacherplatz 10/5, 1050 Vienna, Austria

Type of business or sector NGO

Dates September 2007 – December 2007

Occupation or position held Translator

Main activities and responsibilities

- Translating a manual (English – German), and a UN -document (English – German)
- Conference-management

Name and address of employer	Intervention Centre Against Domestic Violence Vienna – Wiener Interventionsstelle gegen Gewalt in der Familie, Neubaugasse 1/3, 1070 Vienna, Austria
Type of business or sector	NGO
Dates	November 2006 – January 2007
Occupation or position held	Receptionist
Main activities and responsibilities	<ul style="list-style-type: none"> • General office work • Answering the phone • Correspondence • Bookkeeping • Management of internal events
Name and address of employer	Haus Malta – Seniorensitz der Malteser, Bürgerspitalgasse, 1060, Vienna, Austria; Recruiting company: Powerserv Austria, Wiedner Gürtel 40, 1040 Vienna, Austria
Type of business or sector	Social sector
Dates	July 2002 – August 2002
Occupation or position held	Intern
Main activities and responsibilities	<ul style="list-style-type: none"> • Courier delivery services • Front desk administration • Translations (French - German)
Name and address of employer	Roxcel Handelsgesellschaft m.b.H., Thurngasse 10, 1090, Vienna, Austria
Type of business or sector	Export

Education and training

Dates	September 2010 – September 2012
Title of qualification awarded	Master (MA)
Principal subjects/occupational skills covered	Knowledge Management (Master, career-parallel study programme) Project - and process management E- communication, e-learning Strategic management English for specific purposes
Name and type of organisation providing education and training	University of Applied Sciences – Fachhochschule Eisenstadt, Austria
Level in national or international classification	Master (MA)
Dates	September 2008 – September 2009
Title of qualification awarded	Bachelor (BAC) (not finished)
Principal subjects/occupational skills covered	Social work, law, english for specific purposes, sociology and others
Name and type of organisation providing education and training	University of Applied Sciences – FH Campus Wien, Vienna, Austria
Dates	October 1998 – November 2005
Title of qualification awarded	Mag. Phil.
Principal subjects/occupational skills covered	Translation Studies Languages: German, French, English Translation in the fields of business, economics, humanities, international relations, legal terminology, literature, politics, social science.
Name and type of organisation providing education and training	University of Vienna, Centre for Translation Studies – Zentrum für Translationswissenschaften der Universität Wien, Austria

Personal skills and competences

Mother tongue(s) GERMAN and FRENCH

Other language(s)

Self-assessment

European level (*)

English

Portuguese

Understanding		Speaking		Writing	
Listening	Reading	Spoken interaction	Spoken production		
C2	C2	C2	C2	C2	
B2	B2	A2	A2	B1	

(*) [Common European Framework of Reference for Languages](#)

Social skills and competences

- Ability to work independently in new professional and cultural surroundings
- Ability to work under pressure
- Teamwork competency
- Comfortable to work with individuals from various national and cultural backgrounds, high cultural sensitivity
- Excellent communication, networking and writing skills (reporting, drafting concepts, etc.)
- Creative, nevertheless strong organisational and analytical skills
- Hard-working
- Solution-oriented thinking
- Accurate
- Proactive
- Loyal

Computer skills and competences

- Very good knowledge of Microsoft-Office, Microsoft-Outlook and Open-Office
- Excellent internet research skills
- Basic CMS and HTML knowledge
- Advanced working knowledge of the computer-assisted translation softwares OmegaT and Wordfast

Other skills and competences

Basic project- and process-knowledge

Driving licence

B

Additional information

February – April 2001

Volunteer work for the “Associação de Apoio às Meninas e Meninos da Região Sé” in Sao Paulo (Brazil)

All references available upon request or at: www.joksch.info

1994

Three month's sojourn for language learning at the “Lycée Arnaud Daniel” in Ribérac, Périgord, France

Further Education

February 2007 – April 2007

“General Business English” at the WIFI Wien, Vienna, Austria