

Dagmar Sucigan

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I am a client-focussed individual with very good communication skills. With a natural talent for the English language I translate technical texts for the real estate sector into both German and English.

I am absolutely reliable and treat every commission with the utmost confidentiality and professionalism. In my former roles as PA to the Country Manager and Team Leader I developed excellent organisational skills, and learned efficient and effective time management. Always focussed on the best outcome for my clients I am very flexible and can deliver within tight deadlines.

Professional Experience

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| 07/2012 – current | Freelance Translator, IDS Translation Services <ul style="list-style-type: none">- Field of expertise: technical translations for property / real estate, corporate communication and creative writing- Main clients: General Electrics, EC Harris, Arcadis, Redevco, Nokia Siemens Networks |
| 05/2010 – 01/2013 | EC Harris GmbH Germany <ul style="list-style-type: none">- PA to Country Manager- Responsible for all Marketing activities (e.g. exhibitions, capability statement) and their respective translation- Technical Translations- Day to day liaising with EC Harris head quarters in London, UK |

Curriculum Vitae

- 07/2007 – 04/2010 Student Assistant, EC Harris GmbH, Düsseldorf
- Support of the Secretary (Telephone, Reception)
 - General Translations
 - Organisation of participation in exhibitions and marketing activities (invitations, flyer) including translations
 - Development of bilingual Capability Statement Database
- 10/2004 – 09/2006 Junghans-Wollversand GmbH & Co. KG
- Organisation and execution of photo shoots in Cape Town and Mallorca
 - Selection of images and presentation to purchasing department and management
 - Proofreading of all texts
 - Scheduling of all relevant marketing material
- 01/2003 – 10/2004 Junghans-Wollversand GmbH & Co. KG
- Assisting in the production of the Pro-Idee ‚Fashion Classics‘ Catalogue
 - Proofreading of the catalogue texts and all associated marketing material

Education

- 09/2012 – current University of Portsmouth, UK
Major: Translation Studies
Degree: Master of Arts (M.A.)
- 08/2008 – 06/2009 Study abroad: Murdoch University, Perth, Australia
- 10/2006 – 04/2010 Heinrich-Heine-University, Düsseldorf
Major: English
Minor: Communication and Media Sciences
Degree: Bachelor of Arts (B.A.)
- 10/2007 Examined Foreign Language Correspondent, English
(Chamber of Commerce)
- 08/2000 – 01/2003 Apprenticeship as Marketing Assistant, Junghans-
Wollversand GmbH & Co. KG, Aachen
- 09/1991 – 06/2000 Cusanus Gymnasium, Erkelenz; Degree: A-Level

Special Skills

Languages: German (mother tongue), English (fluent), Spanish (basic), French (basic)

Software skills: MS Office 2007/2010; Agresso; MS Office for Mac, Wordfast

Other: Typing course

Hobbies

Travelling, Reading, Writing, Photography