**Jeff A. Volling**

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**Objective**

To secure a position providing translations from German into English.

**Education**

Marquette University, Milwaukee, WI  
B.A., 2007  
Major: German Language and Literature  
Minor: Theology  
*Academic Honors and Distinctions:*

* Member of Delta Phi Alpha (served as officer for 2006/7 school year)
* Member of Eta Sigma Phi
* Key speaker at theological conference entitled, “Exploring the Abrahamic Heritage”

IIK at the Heinrich Heine Universität, Düsseldorf, Germany  
Sprachzeugnis: Deutsch als Fremdsprache Oberstufe 10/10, 2007

**Selected Professional Experience**

**­­­­­­­Marquette University Tutoring Program, Milwaukee, WI  
Student Tutor**, 2004-2007Responsible for helping fellow students understand material and improve grades in the following subjects:

* German (all levels)
* French (beginning and intermediate levels)
* Latin (beginning and intermediate levels)
* Theology (all levels)

**Goethe Haus of Milwaukee, Milwaukee, WI**  
**Assistant to Executive Director**, 2004-2007  
Helped assist visitors with membership, questions regarding German language and culture. Also helped maintain presentation of the facilities.

**Translated, Rome, Italy** – translation agency  
**Translator: German>English, French>English**Provide translations (mostly legal) from German or French into English.

**24Translate, Hamburg, Germany** – translation agency  
**Translator: German>English, French>English** 2016 – present  
Translate documents, mostly technical and legal, from German/French into English.  
Have worked with high-end clients, including ARD.

**Babelcube** – literary translation agency  
**Translator** – translate novels

**Freelance Writer,** 2009-present  
Working either directly with clients or through various agencies, I have written articles on a wide range of subjects in both English and German.

**Computer Skills**

* Microsoft Word
* Microsoft Excel
* Microsoft PowerPoint
* OmegaT
* Wordfast Pro 3
* Google

**Languages**

English, native speaker

German, near-native fluency

Thai, semi-fluent

French – fluent

Tagalog – basic

Spanish – basic

Norwegian – basic

**Other Accomplishments and Achievements**

* Who’s Who Among American High School Students
* Published Poetry
* Recipient of Von Steuben Award to study at Concordia Language Villages in Bemidji, MN (German)
* On 2006 Dean’s List (Marquette University)
* Successfully prepared students for university entrance exams into German programs at various Thai universities