# Translation Experience

**July 2004 – present:**

**working@office | career@office, Verlag für die Deutsche Wirtschaft AG, Bonn, Germany.** Freelance.

Translation of one article per month, of approximately 600 – 800 words per article, from German to English for publication in working@office, a trade magazine for secretaries/personal assistants.

**July 2012 – April 2016:**

**FH Translation Ltd, London, United Kingdom.** Freelance.

Translation of mainly financial and business texts - contracts, terms and conditions, financial reports, prospectuses, business and legal correspondence - as well as medical reports and school /university certificates

**April 2009 – June 2012:**

**Berlitz Translations, Berlitz UK Ltd., United Kingdom.** Freelance.

Translation of a wide range of business-related documents, including contracts, invoices, correspondence, company presentations and technical descriptions, curriculum vitae, personal correspondence and certificates.

**October 2009 – December 2011:**

**XXK Studio 1, Mainz Germany.** Freelance.

Translation of restaurant menus, CD covers and websites

**Other work experience:**

## September 1995 – June 2004 - HQ Interaktive Mediensysteme GmbH: *Production Manager*

Production manager, responsible for steering all production aspects of human resources projects using multimedia technology (CBT, internet and intranet solutions). This included engaging and managing providers (both freelance and in-house) (authors, graphic designers, programmers), the organisation of media production (audio production, video production, photo shooting) and ensuring projects were completed to the required quality

## January 1998 – December 2000 - HQ Blessing-White, Windsor, United Kingdom

Client support, software installation and training of on-site software administrators. Hotline support.Implementation Manager for proprietary Human Resources development tool

**September 1995 – December 1997: HQ Interaktive Mediensysteme GmbH: *Author, Storyboard Manager***

In-house storyboard author for large-scale multi-lingual project, co-ordination of freelance authors.

**August 1992 – August 1995: Berlitz European Projects / Berlitz Online**

Course Manager and Course Coordinator for Berlitz during the Multimedia Teleschool, responsible for developing and implementing the telematics-based language training programmes provided by Berlitz.

**January 1992 – July 1992: Berlitz Fernstudium**

Study Co-ordinator: BERLITZ Distance Learning Centre, Eschborn, Germany

**March 1988 – February 1991: Berlitz School of Languages Mannheim, Germany**

01.04.90 - 31.12.91: Local Method Trainer: promotion to teacher trainer and curriculum developer at BERLITZ, Mannheim

01.04.88 - 31.12.91: Language trainer:

**October 1986 – March 1988:**

01.10.86 - 31.03.88: **Schularbeitszirkel, Ludwigshafen, Germany** and **Studienkreis, Ludwigshafen, Germany**

Language tutor for secondary school students.

01.0187 – 31.03.88 **Abendakademie, Mannheim** and **Volkshochschule, Ludwigshafen, Germany**

Evening classes English language teacher

**Education:**

**University College Dublin**

Final Examination: Bachelor of Arts Honours, English Language and Literature, 1985

**St. Mary’s College, Rathmines: 1976 – 1982,** School Leaving Certificate