**1) COVER LETTER:**

**OLIVER PFUNER**

**Translator / Editor / Proofreader / Interpreter**

**“28 Years of Translation Experience”**

**MY PROFILE:**

- 28 Years of Translation Experience

- Numerous worldwide published translations of textbooks, specialized books,

medical books, novels, film narratives and screenplays, etc.

- Officially registered as specialist translator with the German National Library

(Deutsche Nationalbibliothek, DNB).

**MY FEATURES:**

- Expertise

- Reliability and Trustworthiness

- Outstanding Quality

- Prompt Translation Process

- Exceptionally Low Rates

Dear Sirs,

Thank you very much for your interest in a potential collaboration with me.

As an internationally renowned specialist in the area of translation with a total of 28 years of translation experience in the language combinations

ENGLISH > GERMAN & GERMAN > ENGLISH

it would be my great pleasure to provide you with my professional service.

During all of my professional life, I was engaged in translating, proofreading and interpreting. Thereby, I have acquired outstanding communication and translating skills in both languages (mother tongue level).

Being a German as well as an English native speaker, I had been employed with the US-Administration (US Government) for more than 21 years as specialist translator, foreign language correspondent and interpreter.

My area of responsibility covered any relevant fields and subjects.

Since 2007, I have been working as a freelance translator & interpreter.

I am particularly adept with the following areas of expertise, i.e.:

- Civil & Mechanical Engineering

(Construction, civil and mechanical engineering, etc.)

- Technique, Electronics & Telecommunication

(Manuals, handbooks, product information, etc.)

- Information Technology & Computer Science

(Hardware, Software, Media / Entertainment, Video Games, etc.)

- Health Care, Medical & Pharmaceutical

(Medical textbooks, clinical trials, medical technologies, etc.)

- Business Marketing & Advertising

(Websites, homepages, catalogues, brochures, etc.)

- Banking & Finance, Insurances

(Banking and insurance related matters, clauses, etc.)

- Legal and Patent

(Patents, contracts, documents, certificates, etc.)

- Literary & Social Science

(Reference books, text books, non-fiction-books, novels, etc.)

- Others

**MY AVAILABILITY:**

"24 / 7" - 365 days throughout the year

(including weekends and holidays at no extra charges !!!)

**MY EMAIL ADDRESS:**

oliverpfuner@googlemail.com

I am very much looking forward to hear from you.

Sincerely,

OLIVER PFUNER

**2) CURRICULUM VITAE**

**OLIVER PFUNER**

**Translator / Editor / Proofreader / Interpreter**

**“28 Years of Translation Experience”**

**Date of birth:** 21 / 07 / 1966

**Place of birth:** Garmisch-Partenkirchen, Germany

**Mailing address:** Törlenstrasse 6, D-82467 Garmisch-Partenkirchen, Germany

**Email address:** OliverPfuner@googlemail.com

**Employment history:**

Since 2007

Freelance translator and proofreader in the language combinations:

**ENGLISH > GERMAN & GERMAN > ENGLISH**

Based on my 28 years of professional and practical experience as specialist translator, I am highly specialized in the following fields of expertise:

- Civil & Mechanical Engineering

(construction, civil and mechanical engineering, etc.)

- Technique, Electronics & Telecommunication

(manuals, handbooks, product information, etc.)

- Information Technology & Computer Science

(Hardware, Software, Media / Entertainment, Video Games, etc.)

- Health Care, Medical & Pharmaceutical

(medical textbooks, clinical trials, medical technologies, etc.)

- Business Marketing & Advertising

(websites, homepages, catalogues, brochures, etc.)

- Banking & Finance, Insurances

(banking and insurance related matters, clauses, etc.)

- Legal and Patent

(patents, contracts, documents, certificates, etc.)

- Literary & Social Science

(reference books, text books, non-fiction-books, novels, etc.)

- Others

2010

Official registration as specialist translator with the German National Library (Deutsche Nationalbibliothek, DNB).

Please see the following links for further information:

http://d-nb.info/1009621742/34 - Search term: “Oliver Pfuner“

http://d-nb.info/1008315737

http://d-nb.info/100921960X

2007 – 2009

Foreign language correspondent and international point of contact (POC) in reference “data integrity”

for all branches worldwide of the HypoVereinsbank / Unicredit Group and CACEIS Bank, Munich / Germany

1986 – 2007

Specialist translator, foreign language correspondent and interpreter during my 21 years of employment

with the US Administration (US Government), (HQ USAREUR - US-Army Europe, Heidelberg / Germany)

1986 – 2007

Language teacher German + English:

Conducting of an innumerable number of seminars and intensive language courses (English + German)

for employees and members of the U.S. Armed Forces in Europe and while being employed in every part of the world.

1986 – 2007

Professionalizing my English knowledge to a mother-tongue level by living abroad for many years and due to

numerous participations in „Business English “- intensive language courses, i.e. at the Golden Gate Language

School (GGLS) in Campbell, California (USA) and at the English Language Center (ELC) in Boston, Massachusetts (USA)

1985 – 1986

Foreign language correspondent / consultant (foreign department),

Deutsche Bank AG, Garmisch-Partenkirchen (Germany)

1982 – 1985

Successful conclusion of apprenticeship training as a bank clerk

(Diploma of the Chamber of Industry and Commerce / IHK),

Deutsche Bank AG, Garmisch-Partenkirchen (Germany)

**REFERENCES – MY WORLDWIDE PUBLISHED TRANSLATIONS OF TEXTBOOKS AND SPECIALIST BOOKS:**

**Detailed information is available at the two following Internet addresses:**

http://www.amazon.com/s/ref=ntt\_athr\_dp\_sr\_1?\_encoding=UTF8&sort=relevancerank&search-alias=books&field-author=Dr.%20Peter%20H%C3%B6h

http://www.amazon.de/gp/cdp/member-reviews/A2H770HXE7WLQX/ref=cm\_pdp\_rev\_all?ie=UTF8&sort\_by=MostRecentReview

**THE FOLLOWING PUBLISHED BOOKS HAVE BEEN EDITED, PROOFREAD AND TRANSLATED FROM GERMAN INTO ENGLISH BY OLIVER PFUNER (2010 – 2013)**

**ENGLISH EDITION OF THE BOOKS (GERMANY / USA, 2010 - 2014):**

**HEADACHE AND MIGRAINE**

**THE HUMAN EYE - Could this be the Cause of Headaches?**

by Dr. Peter Höh

(Amazon / GERMANY/USA, 2010)

Medical textbook, 166 pages

**Editing, proofreading and translation**

**performed by: Oliver Pfuner (specialist translator)**

**HEADACHE AND MIGRAINE**

**THE HUMAN EYE – The Solution for Headaches?**

by Dr. Peter Höh

(Amazon / GERMANY/USA, 2010)

Medical textbook, 230 pages

**Editing, proofreading and translation**

**performed by: Oliver Pfuner (specialist translator)**

**HEADACHE AND MIGRAINE**

**THE HUMAN EYE – Headache Causes and Solutions?**

by Dr. Peter Höh

(Amazon / GERMANY/USA, 2010)

Medical textbook, 354 pages

**Editing, proofreading and translation**

**performed by: Oliver Pfuner (specialist translator)**

**HEADACHE AND MIGRAINE TREATMENT IN 20XX**

**The Cephlas Method**

by Dr. Peter Höh

(Amazon / GERMANY/USA, 2012)

Medical textbook, 291 pages

**Editing, proofreading and translation**

**from German to English performed by:**

**Oliver Pfuner (specialist translator)**

**BONSAI MARTIAL ARTS**

**Kid's Karate, Kid's Jujitsu, Kid's Kickboxing, Kid’s Taekwondo,**

**Kid's Kung Fu**

by Heero Miketta / Patrick Ehrmann

(Xin Publishing, United Kingdom, 2010)

Sports textbook, 134 pages

**Editing, proofreading and translation**

**from German to English performed by:**

**Oliver Pfuner (specialist translator)**

**THE BUSINESS ACTIVIST**

**“We intend not just to change the world, but we also want to save it!”**

by Sven Donhuysen / Peter Metzinger

(Amazon, BRD/USA, 2013/2014)

Business & Economics textbook, 96 pages

**Editing, proofreading and translation**

**from German to English performed by:**

**Oliver Pfuner (specialist translator)**

**GERMAN EDITION OF THE BOOKS / Amazon (GERMANY / USA, 2010):**

**KOPFSCHMERZ UND MIGRÄNE**

**UNSER AUGE – Die Ursache von Kopfschmerz ?**

von Dr. Peter Höh

(Amazon / BRD/USA, 2010)

Medizinisches Fachbuch mit 166 Seiten

**Lektorat, Korrektorat und Übersetzung**

**durch Oliver Pfuner (Fachübersetzer)**

**KOPFSCHMERZ UND MIGRÄNE**

**UNSER AUGE – Die Lösung gegen Kopfschmerz ?**

von Dr. Peter Höh

(Amazon / BRD/USA, 2010)

Medizinisches Fachbuch mit 234 Seiten

**Lektorat, Korrektorat und Übersetzung**

**durch Oliver Pfuner (Fachübersetzer)**

**KOPFSCHMERZ UND MIGRÄNE**

**UNSER AUGE – Die Ursache und Lösung von Kopfschmerz ?**

von Dr. Peter Höh

(Amazon / BRD/USA, 2010)

Medizinisches Fachbuch mit 358 Seiten

**Lektorat, Korrektorat und Übersetzung**

**durch Oliver Pfuner (Fachübersetzer)**

***REFERENCES: (Translation Agencies)***

***ETS – EUROPEAN TRANSLATION SERVICE, Germany***

***EVS TRANSLATIONS, Germany***

***DAS ÜBERSETZERNETZWERK, Germany***

***TRATESCHKI TRANSLATION & INTERPRETING, Germany***

***KOLL SPRACHZENTRUM, Austria***

***ABSOLUTE TRANSLATIONS, United Kingdom***

***TRANSPERFECT, United Kingdom***

***CPSL, Spain***

***ENVIROCLEAN HUNGARY, Hungary***

***ALFA CZ, Czech Republic***

***ASPENA, Czech Republic***

***SOPHIA LANGUAGE SERVICE, Czech Republic***

***HERO TRANSLATING, Czech Republic***

***ASPENA, Czech Republic***

***TRANSGLOBE INTERNATIONAL, Poland***

***QUALITY TRANSLATIONS, Russia***

***ITREX TRANSLATIONS, Russia***

***SOUTH-ESTONIAN TRANSLATION CENTRE, Estonia***

***BROMBERG TRANSLATION SERVICES, U.S.A.***

***TRANSPERFECT, U.S.A.***

***MEDHAT TRANSLATIONS, Egypt***

***SOMYA TRANSLATORS, India***

***AKHIL INSTITUTE OF FOREIGN LANGUAGES, India***

***B-LINGO COMMUNICATIONS, Malaysia***

***ODB TRANSLATION, China***

***MAXSUN TRANSLATION COMPANY, China***

***THE INTERNATIONAL LANGUAGE COMPANY, Australia***

***ABSOLUTE TRANSLATIONS, Australia***

***MULTIMEDIA LANGUAGES & MARKETING, Australia***