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## **PERSONAL STATEMENT**

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I am a professional freelance technical translator with 10+ years' experience working from German into English with specialist knowledge in the fields of automotive engineering, IT and many other technical areas. Efficient project management, fluency in German, in-depth knowledge of engineering and excellent writing and copy-editing skills in English have been the key to my success over the years. I am also a skilled web designer/developer with 3+ years of experience in the areas of HTML5/CSS3, JavaScript and PHP.

## **KEY SKILLS & PROFOUND KNOWLEDGE**

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### **Translation and copy-editing skills:**

- Reading through original material in German and rewriting it in English
- Researching technical and scientific phraseology to find the correct translation
- Retaining and developing specialist knowledge on specialist areas of translation
- Copy-editing and proofreading to ensure that material is clear and consistent, complete and credible, and that the text is well written, grammatically correct and accessible
- Encouraging and acting upon critical feedback in the most appropriate manner
- Maintaining awareness of new words or phrases coming into popular usage

### **Project Management skills:**

- Managing translation and media production projects effectively.
- Building and maintaining relationships of trust with key client personnel.
- Able to react flexibly, manage effectively and mitigate risk at every stage.
- Accurately track activities against detailed project plans.
- Able to effectively manage project profitability, capital employed and cash flow.

## **EMPLOYMENT**

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### **Technical Translator**

DOETS Translation Services (owner)

January 2014 – Present, Guildford, England

I run a freelance translation business under the trade name DOETS (Dowling's Oxford English Translation Services) and among other things, specialize in translating automotive and transport texts from German into English. I have a wealth of experience in a wide range of technical fields gained over many years as an in-house translator. I also provide a fully comprehensive editing, revision and proof-reading service for English texts. My areas of specialization extend into the sectors of website localization, information technology, agricultural machinery, machine tools, renewable energy, power generation and domestic appliances.

### **Senior Technical Translator**

STAR UK Limited

August 2007 – December 2013, Woking, England

I worked as an in-house technical translator at this very busy Swiss-owned translation agency with highly respected German manufacturing clients and now work for Star on a freelance basis translating automotive specifications.

My areas of expertise include automotive engineering, agricultural machinery, machine tools, renewable energy, power generation, watch-making and domestic appliances to name but a few. At the time of becoming a freelancer, my translation speed had achieved 2700 words/day.

As a means of ensuring quality, I used my copy-editing skills on a daily basis to carry out peer reviews within the German translation team. I also developed a flexible project management style in order to meet the required daily deadlines of multiple projects. This along with my expertise in correctly using the appropriate terminology and style guides for each customer were skills I employed to achieve and excel at satisfying customers even when working under pressure.

### **Technical Translator**

ProLogos Sprachendienste GmbH, Taschen Verlag, P&P Verlag

June 2005 – August 2007, Cologne, Germany

I worked as a full-time in-house translator for the language combination German > English in the fields of aerospace, automotive, software, pharmaceuticals and banking sectors. I quickly developed into a professional translator of all manner of technical texts, including software localization and marketing materials.

### **Digital Media Designer**

Designomatic Media (owner)

September 2001 – May 2005 Cologne, Germany

I ran a freelance business called Designmotic Media which provided marketing agencies, local businesses and professional artists, musicians and dancers with graphic and web design services, as well as packaging and logo design. Among other things, this included regular freelance DTP work at the translation agency tsd Technik-Sprachendienst GmbH and graphic design and editorial work at the marketing agency MWK Zimmermann & Hänel GmbH. From July 2002 till September 2003, I studied media design full-time at the InMedia Bildungswerk and underwent a 4-month internship in the graphics department at Framfab Deutschland (a web agency).

### **Online Producer**

Verlagsgruppe Handelsblatt

April 2000 – August 2001, Cologne, Germany

I ran the English language mirror website of the Handelsblatt-Online financial news service GermanHot100.com (GH100) fulfilling the roles of Editor, Translator and Online Producer. The GH100 reported on German .com start-ups and venture capitalists operating within the New Economy in the sectors of biotechnology, telecommunications, information technology and multimedia.

### **IT Support Helpdesk**

General Electric IT Solutions

April 1999 – March 2000, Cologne, Germany

Following strict procedures to guaranteed response times, I provided 1st and 2nd level IT support to UK companies such as Lloyds Bank, NatWest, Allied Carpets, The National Grid and other UK companies. Careful planning for the transition to the year 2000 was critical and exhilarating at the same time, due to the fear of the millennium bug.

### **Business English Instructor**

German Bundestag

July 1997 – March 1999, Bonn and Cologne

I organised and taught weekly English courses in the German Bundestag's English Language Programme to the Members of Parliament when the Bundestag had sitting weeks, as well as summer intensive courses during weeks when parliament was not sitting. When the Bundestag moved to Berlin in April 1999, I chose to remain in Cologne.

## **FREELANCE PROJECT WORK**

### **Online Editor for Employee Communications at Bayer AG (2006)**

I was English Editor for Employee Communications in the Corporate Communications Department at the Bayer AG headquarters in Leverkusen, Germany for five months. I ran and supplied day-to-day content for the Bayer News Channel (BNC) and prepared the weekly management newsletter Update. I worked closely with the in-house translation agency in order to provide highly specialised content from different departments (Bayer Pharma, CropScience, etc.) which I copy-edited and had signed off by the Head of Communications.

The themes of corporate responsibility were an integral part of the job, along with adhering to company style guides. My accurate and smooth news coverage of the Bayer takeover of Schering was greatly appreciated. I had the added responsibilities of interdepartmental coordination and the involvement of third party media production companies in the creation of the weekly executive newsletter and BNC TV video contributions. Everything was tied together technically using a content management system, which I became adept at using.

### **Copy-editor at Taschen Verlag (2006-2007)**

I copy-edited the books Graphic Design Now!, Illustration Now!, Brand Identity Now!, Advertising Now!, Package Design Now! Logo Design Now! and wrote material about M.C. Echer for publication in an art book.

### **Journalist at P&P Verlag (2006-2007)**

At P&P Verlag, I worked as a freelance journalist/features writer with my own "Knowledge Section" in Rhine Magazine, an English-language expat magazine for the Rhineland (examples on request).

### **Translator at Haarmann Hemmelrath Management Consultants (2003-2004)**

I worked as a freelance translator writing business plans for start-up companies which were spun off by the Fraunhofer Society such as Com.meD, Smartphone Inc, and others.

### **Translator at WA Verlag and SergesMedien (1998-1999)**

I worked as a freelance translator on projects ranging from book translation (300-page World Atlas, children's books) and language learning multimedia CD-Roms through to advertising copy for "eppi" trade magazine for the promotional products industry.

## **CERTIFICATIONS**

**InMedia Bildungswerk GmbH**, Media Design Certificate  
July 2002 – July 2003 (fulltime for 1 year) Cologne, Germany

9-month full-time training in print non-print media production, followed by a 4-month internship.

**Godmer House**, RSA TEFEL Certificate  
July 1992 – December 1993 Oxford, England

Royal Society of Arts certificate in teaching English as a second language to adults.

## **ACADEMIC QUALIFICATIONS**

**University of Ottawa**, Bachelor of Arts (German and French)  
July 1989 – June 1991 (3 years) Ottawa, Canada

**University of Ottawa**, Certificate in Business Administration  
July 1987 – June 1989 (2 years) Ottawa, Canada