

## CURRICULUM VITAE

### PERSONAL DETAILS:

Katrin Glatzer  
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### WORK EXPERIENCE AS A TRANSLATOR:

July 2013 – present                      **Freelance Translator**  
Owner of Wort+Werkstatt, Amersfoort, Netherlands

- Language pairs: Dutch to German, English to German
- Main working fields: Agriculture, Business/Commerce, Insurance, Contracts, Finance, Travel & Tourism, Fashion, Food & Drink, Retail
- Interest fields: Medical and Genetics
- Post-editing
- Proofreading

Jan. 2012 – July 2013                      **Freelance Translator on project basis**  
Amersfoort, Netherlands

- Language pairs: Dutch to German, English to German
- Translation of websites, CV's, training books, guidebooks and contracts for agencies and individual clients

### COMPUTER SKILLS/TOOLS:

Trados Studio 2021  
Microsoft Office 365  
Windows 10/11  
ABBYY FineReader

### CERTIFICATIONS:

SDL Trados Studio 2019 for Translators - Advanced  
SDL Trados Studio 2017 for Translators - Advanced  
SDL Trados Studio 2015 for Translators - Advanced  
SDL Trados Studio 2014 for Translators - Advanced  
Post-editing Certification SDL  
<http://www.sdl.com/certified/2ddb31b9-ef6d-41cc-b1bd-8d629446dff0>

### OTHER WORK EXPERIENCE:

Sept. 2003 – Sept.2005:                      **Consultant**  
NCS Pearson B.V., Utrecht, Netherlands

- Support services for clients in the EMEA region
- Advising clients on non-technical procedures
- Consulting our clients within the network of PearsonVUE
- Maintaining client database and taking ownership of incidents
- Offering language support in German, English and Dutch

May 2001 - Aug. 2001: **Secretary** (part-time)  
Andersen Luther Rechtsanwaltsgesellschaft mbH, Leipzig, Germany  
(law firm)

- Writing letters, faxes, memos (daily correspondence), answering telephones, filing

Sept. 2000 - Nov. 2000: **Administrative Assistant** (part-time)  
Hansa Language Centre, Toronto, Canada

- Reception, answering students' questions about the school in general, other activities we offered and helping them to find their way around in Toronto
- Reconciliation of bank statements, dealing with banks (making payments, deposits and wire payments, stop payments)
- Secretarial

Aug. 1995 - July 1998: **Secretary/Accountant**  
Werbe-&Sofortdruck GmbH Leipzig, Germany  
(Advertising Agency/Printing Business)

- Bookkeeping, secretarial, reception, answering telephones, dealing with customers and suppliers by phone and correspondence
- Purchasing, order processing, inventory control
- Writing invoices and reminders, observing the punctual date of payment and preparing the order to pay for the lawyer in cases of insolvency
- Making payments
- Sorting and preparing incoming and outgoing mail
- Delivering products (flyers, business cards, letterheads, brochures ...) to customers using Deutsche Post and Courier Services

## EDUCATION:

Nov. 2020 – Oct. 2022 **MSc Management with Supply Chain** (part-time)  
University of Lincoln, Lincoln, UK

MSc Degree Distinction (UK marking scheme)  
Transcript available upon request

Sept. 2001 - June 2002: **BA European Business** (year 4)  
University of Lincoln, Hull, UK

July 2002: BA (Hons) Degree 2.1 (UK marking scheme)

Oct. 1998 - June 2001: **Business Administration** (year 1 to 3)  
HTWK Leipzig, Germany  
University of Applied Sciences

June 2001: First University Degree (German)

1998: Certificate of the German Chamber of Commerce as Office Clerk

1990 - 1994: Secondary School

**LANGUAGES:**

German – native  
Dutch – fluent  
English – fluent

**VOLUNTEER WORK:**

English to German translations and proofreading for HUMANIUM, an international NGO dedicated to stopping violations of children's rights

**ADDITIONAL PERSONAL INFORMATION:**

Since October 2005 mother of one daughter  
Oct. 2005 – Dec. 2011 Sabbatical due to childcare and family reasons  
Hobbies: Swimming, Open Water Master Races

REFERENCES UPON REQUEST