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| **C:\Users\Harald\Pictures\11-05-2014\DSC03369.JPG**  **Education**  01 / 2016 – 12 / 2017    01 / 1986 – 12 / 1989  01 / 1973 – 12 / 1985  **Professional Experience**  09 / 2016 – on-going  03 / 2014 – on-going  05 / 1995 – 02 / 2014  04 / 1991 – 04 / 1995  01 / 1988 – 03 / 1991  **Experience:** | **Beatrix Marggraff**   * S&B Übersetzungen, Schwabstr. 120, 70193, Stuttgart, Germany * Email: [anfrage@sundb-uebersetzungen.de](mailto:anfrage@sundb-uebersetzungen.de)   **University of Namibia** / Advanced Diploma in Translations (Cum Laude)   * Language Studies * Culture and Translations * German * English * Translation Studies * Interpretation   **Technicon Pretoria**, Republic of South Africa / National Diploma in Microbiology   * Biology * Microbiology * Industrial and Food technology * Statistics * Virology * Analytical Chemistry * Biochemistry   Practical Education: Central Veterinary Laboratory Windhoek  **Deutsche Schule Windhoek** (now Delta School Windhoek) / Senior Secondary Certificate – Matriculation Grade 12  **S&B Übersetzungen**   * Co-owner of translation company   **Deutsche Höhere Privatschule Windhoek**, Namibia   * School secretariat: Translations * correspondence * translations English-German and vice versa of all school documentation * correspondence for a bi-lingual multicultural school (1200 learners) * SDL Trados translation program   **African Extravaganza,** Windhoek, Namibia   * Reservations manager at Namibian tourism company * correspondence * invoicing and reservations for Namib Naukluft Lodge * customer consultation * training of junior colleagues * office supervision during owner’s absence   **Self-employed, Neudamm Agricultural College General Dealer**   * Co – owner of small general dealer enterprise * procurement * bookkeeping * sales * invoicing   **Central Veterinary Laboratory**   * 1988 – apprentice until completion of studies (practical) * 1989 – 1991: Assistant Veterinary technician in Serology and Biochemistry * Serology: Serological and Biochemical analysis * Data processing for entire laboratory including several computer courses * German, English, Afrikaans excellent (speak + write), Dutch * French Courses at FNCC (2003 – 2006) * Computer literate (SDL Trados for translations) |