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| --- | --- |
| **C:\Users\Harald\Pictures\11-05-2014\DSC03369.JPG****Education**01 / 2016 – 12 / 2017 01 / 1986 – 12 / 198901 / 1973 – 12 / 1985**Professional Experience**09 / 2016 – on-going03 / 2014 – on-going05 / 1995 – 02 / 201404 / 1991 – 04 / 199501 / 1988 – 03 / 1991**Experience:** | **Beatrix Marggraff*** S&B Übersetzungen, Schwabstr. 120, 70193, Stuttgart, Germany
* Email: 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)
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