



Tanja Spath-Nagazi
born on 29th March, 1972

**Examined foreign
language correspondent
bsb¹**

**Translator
for the English and
French language**

Native language: German
**Source languages: English and
French**

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- 1999 Berlitz Certificate: **English for the Secretary**
- 1998 Berlitz Certificate: **El Español de los Negocios**
- 1998 **Oxford Examination in English**, Higher Level
- 1997 Final examination: **examined foreign language secretary** for **English** and **French**, passed with excellent grades (Bénédict - European Business Academy, Saarbrücken, Germany)
- 1996 Final examination: **examined foreign language correspondent** for **English** and **French**, passed with excellent grades (Bénédict - European Business Academy, Saarbrücken, Germany)

Translation of the following languages:

- ✓ **German**
- ✓ **English**
- ✓ **French**

Operating system and software:

Windows 7,
Microsoft Office 2007, SDL Trados Studio 2011, Adobe Reader, Winzip, OmniPage 18, F4_2012 (transcription software), Mozilla Firefox, Internet Explorer

Qualification Profile

Translation expertise in the following areas:

Technical documents:

- ✓ Operating guidelines and instructions
- ✓ Manuals
- ✓ Machine descriptions
- ✓ Handling instructions
- ✓ Material and safety data sheets etc.

Commercial documents:

- ✓ Business reports
- ✓ Annual financial statements
- ✓ Lectures
- ✓ Presentations
- ✓ Information brochures etc.
- ✓ Inquiries
- ✓ Offers
- ✓ Order confirmations
- ✓ Terms of payment and delivery etc.

The areas listed above are only an extract from my field of work. Based on my **15 years experience** as well as pertinent specialist dictionaries, glossaries and terminologies, each new project will be executed with the **utmost care, punctuality and reliability.**

¹ bsb: Federal Association for Secretariat and Office Management