# Publicly appointed and sworn translator (German/English)

# Forther Hauptstraße 11a,

# 90542 Eckental, Germany

**Phone: +49 (1525) 3908050**

[**claudia.gumbert@online.de**](mailto:claudia.gumbert@online.de)

EDUCATION AND TRAINING

## University Erlangen-Nuremberg (Institute for Foreign Languages and Background Studies):

**2004-2006:  *Studies at the Institute for Foreign Languages and Background Studies at the University***:

State qualified translator (1st language English, special subject economics, 2nd language French)

**2001-2003:  *Studies at the Institute for Foreign Languages and Background Studies at the University***: bilingual secretary English, and French

## Markt Igensdorf:

**1998-2001:**  ***Apprenticeship at a local community as an administrative employee***

PROFESSIONAL SKILLS

* **Languages: German:** (Mother language) : **English:** Fluent : **French:** Good skills, both written and orally
* **Computer Software :** Microsoft Word, Excel, Outlook, Power Point, Visio, fast typing (210 keystrokes per minute), Certificate London Chamber of Commerce and Industry (Business English Level 2)

 **Cat Tools:** SDL Trados Studio 2011, memoQ, Wordfast, Translation Workspace XLIFF Editor, XTM and other tools

AREA OF EXPERTISE

During my experience as a freelance translator and proofreader with several companies, I have gained a lot of experience in different areas over the years such as: IT, Software, Economics, Law, Technical, Tourism, Sports, etc.

SUMMARY OF QUALIFICATIONS

A highly talented translator with huge experience in translating documents and other materials from English to German and vice versa; deep track record of reading materials and rewriting them in either English or German, following established rules pertaining to factors such as word meanings, sentence structure, grammar, punctuation, and mechanics; superb command of idiomatic German and English language and grammar, general erudition and intimate familiarity with both cultures, extensive knowledge of vocabulary in both languages, extremely high level of fluency in English as well as command of German and French, excellent computer/word-processing skills, great attention to detail with excellent work ethics and communication abilities.

WORK EXPERIENCE

**2010 –2012: *Team Assistant and Translator at OMNINET*** (German Software Company)

Translations of all programs, flyers, case studies, documents, homepage ([www.omninet.de](http://www.omninet.de))

**2006 – 2009: *Assistant to the Managing Director******of the Dauphin Human Design Group***

(International manufacturer for office seating) and Export Area Manager for several countries

**2006 – now**: ***Freelance translator English-German***

Translations of any kind in the language combinations English-German and German-English in the following specialties:

* **Law**: Certified and sworn translations of contracts, birth certificates, documents for court proceedings, privacy policies, confidentiality agreements, purchasing contracts, patents (automobile, e. g. KIA, Chevrolet…), movie contracts, marriage certificates, divorce certificates, company contracts, documents for foreign purposes, prenuptial agreements, notarized documents, insurances, etc.
* **Economics/Business**: Financial documents of all kind, share documents, credit contracts, privacy policies, purchasing contracts, real estate, business reports for companies, tax documents, insurances, governmental translations for the European Union and other governmental institutions etc.
* **Technology**: Manuals for technical manufacturers, marketing and technical documents and patents for automotive companies (KIA, Chevrolet, Bentley, etc.), websites, etc.
* **Software/IT**: Translation of the website and IT-related documents for several Software companies, e. g. OMNINET, ISE-Informatik Engineering, Teamquest, etc.
* **General**: Translations of all kind, fashion, tourism, travel, gastronomy, online schools, hotels, resorts, applications, CVs, certificates, company profiles, etc.