



Marietta Karletshofer

Contact

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Skills

- Accuracy & diligence
- Affinity for languages
- Affinity for numbers and IT
- Targeted oriented
- Independent work method
- Reliable & punctual

Professional Summary

I am native German speaker with a MBA degree and a diploma as a state certified commercial assistant with a focus on languages. Working in Singapore for six months and several years for global corporate companies in various Finance & Controlling positions I am highly proficient in English. Since one year I have followed my passion of translating, editing & proofreading English to German content. I attach great importance to spelling, grammar and punctuation to deliver high quality results.

Work Experience

Sep 2020 - ongoing

Brightlines, UK

Freelance PEMT Translator ENG > GER

Translation of e-commerce products and catalogue listings

Aug 2020 - ongoing

Softorino, Marshall Islands

Freelance Translator ENG > GER

Technical translation of software and mobile applications

Editing and proofreading website string files and other technical manuals

Aug 2019 - Aug 2020

Frontable SARM, Switzerland

Freelance Translator & Proofreader ENG > GER

Translation of website content

Proofreading of articles, blog posts and newsletters

Sep 2017 - Jul 2019

Private Time-out

Sailing trip in the Mediterranean

Aug 2016 - Aug 2017

Landert Motoren AG, Switzerland

Group Controller

Ensuring monthly, quarterly and annual financial statements according to SwissGAAP FER & OR, first point of contact for the financial managers of the global group companies

Jan 2015 - Jan 2016

Signode Industrial Group, Packaging Systems Europe, Switzerland

Head of Finance

Ensuring monthly, quarterly and annual financial statements according to Swiss & US GAAP, participation in Outlook, budget and long range plan processes

Sep 2012 - Dec 2014

Signode Industrial Group GmbH, Switzerland

Financial Group Analyst Europe

Further development of the group reporting including key figures based on US GAAP reporting, integration of Hyperion Financial Management

Aug 2011 - Sep 2012

Amtcor Group GmbH, Switzerland

Group Finance Controller

Establishment, planning and monitoring of the annual budget, restructuring and deviation analysis of the cost centers

Dec 2010 - Jul 2011

Amtcor Flexibles Kreuzlingen AG, Value Innovation Centre Neuhausen, Switzerland

Controller/ Accountant

Management of financial and operational accounting, periodic reporting of financial statements according to IFRS

Education

08/2006 - 12/2010

University of Konstanz Technology, Business & Design, Germany

Master of business administration

08/2004 - 07/2006

Kombrecht-Engel-Schule e.K., Ulm, Germany

State certified commercial assistant with focus on languages

Languages

German	—	Native
English	—	Highly proficient
French	—	Very good command

IT Skills

- CAT tools like XTM Cloud & SmartCat
- Management & Localization Platform like CrowdIn
- SAP R/3 (FI/CO/MM)
- Hyperion Financial Management
- IBM Cognos Controller
- SAGE 50
- Google Drive