



Urs Wolf

Contact

Address Argentina :

Callejon Cuervo, Lote 7
5513 Coquimbrito-Maipú
Mendoza – Argentina

Address Switzerland :

Emil-Schiblistrasse 14
2543 Lengnau
Bern – Switzerland

Mobile ARG :

+54 9 261 641 5116

Mobile CH :

+41 78 718 6874

Email :

wouff68@gmail.com

LinkedIn :

[linkedin.com/in/urs-wolf-64486b17/en-en](https://www.linkedin.com/in/urs-wolf-64486b17/en-en)

Languages

German	– native language
French	– fluently
Spanish	– fluently
English	– fluently

Summary

Freelance in translations and other fields. Wide range of topics, thanks to a large variety of experience. To guarantee the quality of the translation or revision, only foreign languages into mother tongue. English/French/Spanish into German

Skill Highlights

- Advanced language knowledge
- In-depth cultural knowledge
- Professional pride
- Excellent writing skills
- Inquisitive
- Attention to detail
- In-depth cultural knowledge
- Precision Turned Parts
- Air conditioning technology
- Research skills
- Finance and accounting skills
- Human Resources
- IT skills
- Technical skills
- Software Automotive Industry
- Management & renting of properties
- Marketing/Homepages skills
- Tourism skills
- Food & Beverage skills

Experience

Freelancer, Coquimbito

10.2018 –

Translation, Finance, IT, Human Resources, and other fields

- A very widely dispersed spectrum due to my professional experience
- Translating, revising, editing, and evaluating
- Translations from English, French, and Spanish into German
- Acquisition of new clients for translations and in other appropriate fields, such as accounting, financial, budgeting, data entry and much more

Tierra de Lobo, Coquimbito

Spirit and Liquor Distillery

03.2012 – 01.2019

Founder and owner

IT Skills

IT manager at CTS SA and AMAG Geneva.

Various Browser Based Cat Tools, SDL Trados Studio

Vadis, MIK-Solution, Lotus Notes, Sesam, Cresus, Microsoft Navision, Incadea, Windows, Office Pack, AS400, as well as various other company-specific Software,

Hobbies

- Family
- Animals
- Biking
- Garden
- Hiking

- Distilling of spirits and basic alcohol for liqueurs
- Opening tourism – for tours and tastings
- Paperwork with the National Food and Hygiene Department
- Bottling of the spirits and liqueurs
- Sales Acquisition
- Construction of Website
- Administration/Publicity/Social Media

TAPAUS Ltd., Lunlunta

Liquor distillery 02.2009- – 02.2012

Freelancer - Regional Sales - National and International Tourism

- Re-Opening of tourism - tours and tastings for national and international clients in Spanish, English, French and German
- Organization Events – Gastronomy
- Regional and national sales
- Administration/Publicity/Social Media

Finca la Carmelita, San Rafael

11.2007 – 10.2008

Country Hotel and Farm

Founder and owner

- Purchase of farm in Argentina between partners
- Preparation of business plan
- Supervision and coordination of construction of 2 complexes with rooms for guests
- Coordination and cooperation in the maintenance of the 20 hectares, vines, plums, olives, pastureland, peaches, horses, as well as the planting of 1-hectare park
- Administration and preparations for opening

CTS Congrès Tourisme et Sport Ltd., Biel

Congresses Tourism and Sports

10.2006 – 11.2007

Head of Administration

- Financial accounting management with 2 clients
- Reporting, budgeting, VAT, annual report
- Asset inventory and investment coordinator
- Management and renting of properties
- Human resources
- IT and telephony
- authorized representative procuration

S4 Solutions Ltd., Lyss

Software Automotive Industry

06.2005 – 07.2006

Application Integrator

- Project management
- Software implementation in-house and by customers (BMW, Volvo, Mercedes, Maserati, and Ferrari agencies)
- Software training

- Customer support
- Software operation test for the automotive industry
(Microsoft Navision - Reynolds & Reynolds, Incadea)

Laubscher Präzision Ltd., Täuffelen

Precision Turned Parts

06.2003 – 05.2005

Representative of Financial and Human Resources Manager

- Extended executive board
- Financial and operational accounting
- Cost accounting
- Foundation accounting
- Real estate accounting
- Debtor accounting
- Creditor accounting including foreign currencies

André Chevalley SA, Geneva

Car dealer of Mercedes Ferrari Maserati

04.2003 – 05.2005

Temporary - Mandate

- Consulting Reorganization and Restructuring
- Finance/Human Resources
- Car dealer Mercedes Maserati, Ferrari

Wälti Luft- und Klimatechnik AG, Lenk

Ventilation and Air Condition Technology

11.2002 – 03.2003

Consulting Reorganization and Restructuring

- Administration Finance & IT
- Development of maintenance software
- Assistance on building sites such as chalets, hotels, and shops in Gstaad and International

AMAG Automobiles- et Moteurs SA, Geneva

Car dealer, Agency Volkswagen Group

06.1994 -10.2002

Head of Administration, Finance, Human Resources, IT

- Executive Board
- Management of financial accounting with 4 clients with 6 branches
- Reporting, monthly, quarterly, and annual
- Budgeting
- Inventory and investment coordinator, incl. planning
- VAT statement
- Annual consolidation
- Responsible for human resources, IT, and telephony
- Personnel management of 9 persons including 4 apprentices
- with procuration over 4 companies
- 235 employees
- Volkswagen, Audi, Porsche, Seat, Skoda

AMAG Automobil- und Motoren AG, Biel

Car dealer, Agency of VW/Audi/Porsche 06.1988 – 05.1994

Accountant – Representative of Head of Finance

- Financial accounting
- Accounts debtors
- Accounts creditors,
- VAT statement
- Budgeting
- Training of commercial apprentices

Military Service

Recruits School 02.1988 – 06.1988

AMAG Automobil- und Motoren AG, Biel

Car dealer Agency of VW/Audi/Porsche 05.1987 – 01.1988

Commercial employee

- Assisting in the transition to the digital age
- Learning the software
- Setting up a system for the data transfer
- Data entry of customer and vehicle database

Education

Training as a federally certified accountant 04.1990 – 05.1993

AMAG Automobil- und Motoren AG, Biel

Apprenticeship as a commercial employee 04.1984 – 03.1987