

RECENT CLIENTS

Adobe, Daimler AG, Landexx, OmniLingua, EVONIK, STAR Group America, TECH GmbH and other companies

RECENT TRANSLATION ASSIGNMENTS

Automotive and military vehicle diagnostics information, operating manuals and marketing materials, business presentations, employee newsletters, press releases, software manuals, technical operating/instruction manuals and financial reporting documentation

SKILLS AND TOOLS

- Professional German to U.S. English translator/localization specialist with own small business since 1998
- **Operating Systems:** Windows XP Prof.; also experience with Macintosh OS 8 and 9, Linux, Unix (Solaris)
- **Software:** Adobe Creative Suite 3 Design Premium; Microsoft J++, FrontPage, Office Professional 2000 and 2003, Project, Visio, Visual Basic 6.0 and Visual Source Safe; Macromedia Flash; Oracle SQL Plus, Form Builder, Schema Builder, Query Builder; PartitionMagic, Paint Shop Pro and CVS; HTML editors, Help Workshop compiler, FTP and file compression software, SDL Trados 2006, TRADOS Freelance Edition and MultiTerm Extract, Transit XV Workstation, RC WinTrans for translators; familiar with JavaScript, Pascal, Visual Basic, Visual C++, Visual J++, SQL, WinCATS, FileMaker Pro, Netfinder, Novell NetWare, WordPerfect
- Web page design (HTML and JavaScript)
- Computer software quality assurance, localization and technical support; DSL and LAN networking experience
- Policies and procedures manual development; technical writing and editing; bookkeeping background

EDUCATION

- Essentials of Management I, Basic and Advanced Purchasing and Records Management courses, State of Montana, Helena, MT 2003 - 2005
- Visual Basic 6.0, Object-Oriented Programming (Java using J++) and Intro to Oracle/SQL, Helena College of Technology, Helena, MT, 2002
- M.A., Translation of German, Monterey Institute of International Studies (MIIS), Monterey, CA, 1998
- Institute of Translation and Interpretation, Ruprecht-Karls Universität, Heidelberg, Germany, 1996-1997
- International Business German Certificate, Wirtschaftsdeutsch International, 1996
- B.A., German, *cum laude*, San Francisco State University, San Francisco, CA, 1992
- Summer internship at the *Main-Echo* newspaper in Aschaffenburg, Germany through the International Education Program, Foothill College, Los Altos Hills, CA, 1990

EMPLOYMENT

German to English Freelance Translator, June 1998 to the present

Small Business Development Center Administrative Officer, June 2004 – August 2005

Montana Department of Commerce, Small Business Development Center (SBDC) Bureau, Helena, MT

- Provided administrative oversight and technical assistance to the Montana SBDC Subcenters.
- Managed and maintained SBDC WinCATS/WebCATS database.
- Analyzed Subcenter training/counseling reports, financial reports and other special reports on a monthly basis.
- Acted as a liaison between the SBDC Lead Center and contractors.

EMPLOYMENT (cont.)

Program Assistant (Data Systems Coordinator), December 2003 – June 2004

Montana Department of Commerce, Small Business Development Center (SBDC) Bureau, Helena, MT

- Administrative and technical assistance to the SBDC program, Small Business Innovation Research (SBIR) program, MicroBusiness Finance Program (MBFP) and Microloan Technical Assistance Program (MTAP) as well as to the SBDC Bureau Chief/State SBDC Director.
- Performed research and analysis and produced marketing materials (banners, Web images, etc.) for special projects.
- Prepared state contracts, federal grant proposals and U.S. Small Business Administration quarterly/year-end reports. Developed and updated administrative policies and procedures.
- Computer technical support, Web page development, and database development, administration and assistance for SBDC Bureau programs.

Contracts Manager, April 2002 – December 2003

Montana Fish, Wildlife and Parks, Design and Construction Bureau, Helena, MT

- MS Access database and file management, form creation, Visual Basic for Applications macros, word processing.
- Studied Oracle database applications development under database administrator.
- Contract/project tracking, contract and bid specification book preparation and advertisement, bid recording.
- Computer technical support, Web page design and updating.
- Development and updating of administrative policies and procedures.
- Front desk receptionist, file management, office supply purchasing.

Software Quality Assurance Engineer, March 2000 – Sept. 2001

AOL/Netscape Communications, Inc., Mountain View, CA

- Responsible for ensuring quality of Netscape International and US Netcenter Web sites, applications and Web browsers. Created multi-platform test plans. Created Netscape 6 Sidebar Search Sherlock files.
- Various types of testing (usability, functionality, white box, etc.) used for both Asian and European languages.
- Trained co-workers on international Web site testing.
- Edited Internet pages, published Intranet Web pages and created ad images for International Search program.
- Acted as quality assurance liaison between project managers, marketing and engineers.
- Created a multi-platform/multilingual QA lab, which included network setup as well as installation and removal of hardware, software and operating systems.

Software Localization Engineer, Dec. 1998 – March 2000

Lionbridge Technologies, Inc., Monterey, CA

- Edited, compiled and tested software, online help files and Web pages in European and Asian languages.
- Network setup as well as installation and removal of hardware, software and operating systems for computers.
- Translation memory analysis; translation tool research.
- Edited and compiled RoboHelp, Visual Basic for Applications macros, Delphi (Pascal) and Visual C++ files.

Software QA Tester / Lead Test Coordinator, May 1997 – Nov. 1998

Online Manual Tester, April – July 1996

Softbank Content Services, Monterey, CA

- Tested functionality, logic and graphical user interface of recovery and patch update software.
- Supervised and trained software testers; supervised quality assurance lab activities.
- Developed test cases and procedures.
- Installation and removal of computer hardware, software and operating systems.
- Proofread and tested online help files for computer software in multiple languages; took screen captures of linguistic and stylistic issues.