Lynn E. Webb
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LANGUAGES: GERMAN > ENGLISH

CLIENTS

Acclaro, Adobe Systems, Inc., Daimler AG, Verlag Europa-Lehrmittel, Landexx GmbH & Co. KG and others

TRANSLATION AND LOCALIZATION PROJECTS

Automotive and machinery technical specifications, manuals, training videos and marketing materials; software localization, online education videos, logistics, robotics, manufacturing, instruction manuals, safety specifications; business presentations, company newsletters, magazines and press releases.

SKILLS AND TOOLS

- Professional German to English freelance translator/localization specialist since 1998

- **Test lead for app and website linguistic testing**, software/website quality assurance, localization and technical support

- **Operating Systems:** Windows 10 Professional; previous experience with Macintosh, Linux and Unix

- **Specialized software:** Adobe Creative Suite Design & Web Premium, MemoQ 9.2, SDL TRADOS Studio 2019/2021 and MultiTerm Extract; Transit NXT Professional and RC WinTrans 7
  Past work with: CVS, JavaScript, HTML, XML, Pascal, Visual Basic, Visual C++, Visual J++, SQL, WinCATS, FileMaker Pro, Help Workshop compiler, Novell NetWare, Microsoft Project, Visio, Visual Basic 6.0 and Visual Source Safe; Oracle SQL Plus, Form Builder, Schema Builder, Query Builder

- DTP, transcreation, technical writing and editing

- Policies and procedures manual development, contract preparation and bookkeeping experience

EDUCATION

- *Einführung in die Elektrotechnik für Übersetzer und Dolmetscher* (Introduction to Electrical Engineering), BDÜ Nordrhein-Westfalen, Cologne, Germany, April 2017

- *Fahrzeugtechnik* (Automotive Engineering) - Workshop in German and English, BDÜ Bavaria, Munich, Germany, October 2009

- 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

PROFESSIONAL EXPERIENCE

Professional IT experience:

- Software and web page localization specialist for **Lionbridge Technologies and Netscape/AOL**.

- Software and web page quality assurance engineer and tester for **Phoenix Technologies, Softbank Content Services, Lionbridge Technologies and Netscape/AOL**

- Edited, compiled and tested software (usability, functionality, white box, etc.), online help files and web pages in European and Asian languages

- Created a multi-platform/multilingual QA lab, including network setup and installation and removal of hardware, software and operating systems

- Created ad images for Netscape International Search program

- Tested functionality, logic and graphical user interface of recovery and patch update software

- Supervised and trained software testers; supervised quality assurance lab activities

- Developed quality assurance test cases and procedures

- Edited and compiled RoboHelp, Visual Basic for Applications macros, Delphi (Pascal) and Visual C++ files

- Provided computer technical support and database development and administration for other companies

Professional business experience:

- Former Associate Director for the **Montana Small Business Development Center**

- Former Contracts Manager for the **State of Montana Fish, Wildlife and Parks Design and Construction Bureau**

- Tracked contracts/projects, prepared contract and bid specification books

- Developed and updated administrative policies and procedures

- Researched and analyzed disaster contingency costs, processes and procedures

- Assisted in the development of information systems disaster contingency plans

- Developed disaster planning questionnaires

- Prepared and analyzed contracts/agreements and MOUs between various companies and service providers

- Designed flow charts, graphs, spreadsheets and other presentation materials

- Full charge bookkeeper for various companies: created and maintained bookkeeping policies, procedures and filing systems, prepared financial statements and reports, handled accounts receivable/payable