

CV / Resumé Andrea Dahlberg

Personal Info

Name Andrea Dahlberg

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Nationality German

Freelance Translator

(since January 2004)

Language Pairs: English > German (native speaker)
German > English (if not intended for publication)

Fields of specialization: **Business / Economics:** business correspondence, texts related to business and economy, economics, finance, business news and newspaper articles, etc.

IT: Computers, internet security, documentation for firewall software, localisation of software strings and GUI

Marketing: brochures, leaflets, product information, company newsletters, catalog(ue)s

General texts: current newspaper and magazine articles, essays and websites, etc.

Technical Equipment: Personal Computer: Intel Core Duo 2.6 GHz, 4 GB RAM, 500 GB HDD, Windows XP
Laptop: Intel Pentium Dual CPU T2390, 1.87 GHz, 3 GB RAM, 250 GB HDD, Windows Vista
Laser printer, inkjet colo(u)r printer, CD / DVD burner, external hard drive for regular backups, scanner, fax, ISDN, DSL internet connection

Software: Windows XP and Vista, MS Office 2003 and 2007, Open Office 3.0, SDL Trados 2007 Freelance Suite (incl. Passolo Essential), Wordfast 5.53

Translation Qualifications

December 2004 Translation exam at the Chamber of Commerce and Industry, Dortmund
Qualifications: State-certified translator, accredited by the Chamber of Commerce and Industry, Dortmund

2002 - 2004 Distance Learning course 'Certified Translator English-German', AKAD Stuttgart
Qualifications: AKAD Translators' Exam

Previous Employments

June 1988 - June 2001

Bilingual secretary / sales staff at a Japanese trading company, Dusseldorf
(Working Language: English, Tasks: order processing, dealing with imports and exports, business correspondence, translation of circulars and marketing letters)

November 87 - April 88

Bilingual secretary at a sales company, Soest
(Tasks: order processing, business correspondence, translation of marketing letters, leaflets and technical instructions)

Training

1985 - 1987

Academy for Business and Administration, Bad Waldliesborn
Qualifications: Bilingual Secretary Diploma

Education

1976 - 1985

Gymnasium Warstein
(GB: grammar school /USA: high school)
Qualifications: Abitur
(GB: "A"-levels / USA: high school graduation)

1972 - 1976

Elementary School in Warstein

Voluntary Work

June 2003 to January 2007

voluntary translator for World Computer Exchange
(since March 2004 coordinator of translations)

Projects to date:

Translation agencies:

- Company presentations and Business Plans
- Personal documents (CVs, Resumes, certificates)
- Tourist information material
- Catalog(ue)s (fashion/accessories, glasses/goggles)
- Instruction manuals and Product Descriptions
- Newspaper and magazine articles (business and economics, lifestyle magazine)

Direct clients:

- Commercial / personal correspondence
- Newsletters and Company Brochures
- Market research questionnaires
- Newsletters, press releases and articles regarding computer and internet security and general developments in the IT industry
- Software firewall articles and product descriptions
- Localisation of help files for firewall software
- Localisation of GUI for spam filtering software