

## 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