Curriculum vitae

Matthias Hammelehle
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E-mail: matthias.hammelehle@gmail.com

Languages: German (native speaker), English, Dutch, French

Computing: Windows 11, Microsoft Office 365, Google Apps, CAT Tools (Trados, Wordfast, MemoQ), AI Tools (Canva, ChatGPT, Dalle-3), CMS (WordPress), Adobe Creative Suite

1994-2001	Student at University of Bremen, Germany (English, Visual Arts, Educational Sciences, Information Technology)
1996	Student exchange program with Noordelijke Hogeschool Leeuwarden, the Netherlands
1997-1998	ERASMUS student exchange program at University of Bedfordshire, Luton, UK (Modern English, Linguistics)
2001	University Degree (“Erstes Staatsexamen für das Lehramt”), University of Bremen, Germany
2002/03	Teaching English to pupils (age 10–19)
Since 2004	Freelance Translator, Copywriter and Content Manager
Oct. 2009 – Nov. 2010	Post-Graduate Management Studies at Hagen Institute of Management Studies (HIMS e. V.)
Nov. 2010	Post-Graduate Certificate in Management
Mar. 2022– Oct 2023	Correspondence Course for Online Marketing Manager (Fernakademie für Erwachsenenbildung GmbH)
Oct. 2023	Certified Online Marketing Manager (Fernakademie für Erwachsenenbildung GmbH)
Feb. 2024	Certificate AI Explorer Club, (AITI AI Training Institute Ltd.)
May 2025	Certificate for “Copywriting with AI” (Copywriting MBA GmbH)

Translation Project Client List:

- International Translation Agencies
- Publishers
- Internet Marketing Agencies
- Companies (Inc., LLC, Limited, N.V., B.V., GmbH, e-commerce)
- International Magazine Publishers

Published Translations

1. Translation from English into German language:

Rodwell, Jenny: Acrylmalerei in 10 Schritten, Köln 2006 (Taschen Verlag)
Original title: *Acrylic Workbook*

2. Translation from Dutch into German language:

Jansens, R.; Knaapen, M.; van't Hoff, D. und Renkema, F.: Spielerisch die Welt der Schrift entdecken, Troisdorf b. Köln 2007 (Bildungsverlag EINS)
Original title: *Schrijfhuis 1e editie Activiteitenboek 1-2, Groningen* (Wolters-Noordhoff)

Translations English into German

- Journalistic essays/magazine articles
- Marketing translations (fashion, outdoor sports, interior design, e-commerce)
- Manual translation (software application)
- Website translation (business, shopping, e-commerce and e-learning)
- Case studies translation (marketing)
- Speech translation (business award ceremony)
- Business plans
- Patent claims
- Mobile phone games (in-game text, help file, user menu dialog)
- Mobile phone user menu (properties file localization)
- Financial reports
- Installation guides, user manuals
- General Terms and Regulations
- Business consulting online training
- Telecom manuals
- Management training manuals
- Memorandum and Articles of Association
- Terms and Conditions
- Privacy Policies (Website)
- Company Documents and Certificates
- EU law texts
- Subtitling translations (online videos)
- E-learning, online courses and masterclasses
- Patient information leaflets for medicines (according to official EMA QRD templates)

Translations Dutch into German

- Websites (e-commerce, business, photo printing service)
- Product descriptions
- business reports
- Management handbooks
- Company profiles
- Technical manuals
- Management training materials (PowerPoint presentation, website, web application, documents)
- Marketing materials and brochures
- Advertising texts
- Product descriptions
- Business mailings and letters
- Memorandum and Articles of Association (B.V.)
- Stock agreements (*uitgifte van aandelen*)
- Legal documents (*vonnis, dagvaarding*)
- Contracts (*overeenkomst*)
- Dissolution contract (*beeidigingsovereenkomst*)
- Company Documents and Certificates
- EU law

Translations German into English

- Website translations
- Journalistic essays for a non-profit website
- Security label
- Business letters
- Newspaper reports
- Shipping regulations
- Patent
- German patent application
- Agreements
- Articles of employment

Translations French into German

- Website translations
- Terms and Conditions (*conditions générals*)
- EU law
- Financial / Banking
- Marketing texts
- Online Games