

GRADUATE TRANSLATOR

MICHAELA MÜLLER – EN / CS > DE

Personal Information

Name: Michaela Müller
Address: Hundweilerstr. 23, 88131 Lindau, GERMANY
Phone: +49 – 8382 – 2776453
Mobile: +49 – 173 – 5682607
E-mail: info@textjob.de / textjob@gmail.com
Date of birth: 23 November 1976
Mother tongue: German

Services

- ~ Translations / Creative translations & adaptations
- ~ Proofreading, proof-checking and evaluation/reviewing of German texts and translations (PDF, Web, Word, Videos, etc.)
- ~ Editing/Reviewing of translations in my specialist fields
- ~ Online QA and testing/localization of websites and PC/online games (functionality, grammar, spelling etc.)
- ~ Internet research / Terminological work
- ~ Transcription of video clips and audio files, Localization of video subtitles (German)

Language Pairs

- ~ English-German
- ~ Czech-German

Main Fields of Specialization

- ~ Marketing / PR / HR / Business / Entertainment [press releases, newspaper and magazine articles, employee & customer surveys, product websites, videos/subtitles, company profiles, product information, market research, marketing brochures, instruction manuals, offers/requests/orders, logistics/delivery, custom papers, protocols etc.]
- ~ Tourism / Hospitality industry / Airlines / Travel [marketing/promotional material, websites, newsletters, city and hotel descriptions, travel guides, in-flight menus, airline material, employee handbooks]
- ~ Luxury Products and DIY/Leisure: Interior Design & Porcelain and Fine Ceramics & Luxury Fashion [manufacturing, techniques, materials/tools, decoration, international history, articles in journals (e.g. painting instructions), Blog content, marketing letters, product CD-ROMs, museum texts etc.]
- ~ IT / Office Products & Solutions [esp. computer hardware & networks/systems, material for CSPs, new technologies, printer brochures, phone collateral, websites, press releases, online learning platform]

[others upon request]

Examples of Projects completed:

- * **IT portal:** Highly specialised articles on IT security and networks for a portal aimed at IT professionals [EN>DE, translation, ca. 22,000 words]
- * **Press Releases** for business news portal covering various different topics and companies [EN>DE, ongoing]
- * **Product catalogue with consumer products** for a global leader in Healthcare, Lifestyle and Technology based product and service solutions [ca. 20,000 words]
- * **Handbook** for employees of a recycling company [EN>DE, editing & translation, ca. 8,000 words]
- * **E-Learning language portal** [EN>DE, revision & localization, ca. 30,000 words]
- * **Reference guide, packaging and website** for shipping software [EN>DE, translation, ca. 10,000 words]
- * **Editing, proof-checking, proofreading, game testing and QA** (e.g. printers/PCs/cameras/marketing material/packaging/videos/websites/games): ca. 3 million words in 2022
- * customs declarations, pool cover, protocol of shareholder meeting, contracts, certificates [CS>DE]

Rates *[to be agreed, project based]*

- ~ Translation: ca. € 0.15 per source word
- ~ Proofreading: ca. € 60 per hour or ca. € 0.04 per source word
- ~ Editing/Proof-checking/QA: ca. € 60 per hour or ca. € 0.05 per source word

Capacity/Output

- Translation: ca. 2,500 words/day
Proofreading/QA: depends on project (proofreading ca. 2,000 words/hr; editing ca. 1,000/1,500 words/hr)

Tools/Equipment and Software Skills

- ~ access to the computers is filtered by an Iptables firewall
- ~ operating systems: Windows 10 Pro, Linux Ubuntu
- ~ MS Office, LibreOffice, Adobe Acrobat Professional, InDesign, Abbyy FineReader, Zoom
- ~ CAT tools & Translation platforms: Smartling, Wordbee, Crowdin, Transifex, XTM etc.; MemoQ
- ~ scanner, colour laser printer, CD & DVD writer
- ~ ISDN, High-Speed DSL
- ~ several monolingual and bilingual dictionaries and glossaries (general, technical, business, marketing, computer sciences, etc.)
- ~ specialized literature on economics, IT and porcelain *[others upon request]*

Work Experience

- since 2000 Freelance translator, proofreader and editor for translation agencies and direct clients
[Full-time self-employed since 2002]
- 2003 to 2007 Tutor of German and EFL [teaching new German spelling, business telephoning, TOEFL preparation etc.]
- 2003 Translator & assistant at the PR and Tourism department of the State Porcelain Manufactory Meissen; tasks included the translation of correspondence, delivery notes and arts-related material, the organisation of meetings and press conferences, general service for international customers and journalists, project management etc.
- 2000 Administrative assistant at BMW AG, Munich [international customer service]
- 2000 Editor and reporter at local TV station in Zittau, Germany/Czech-German borders [e.g. reports on and from events in the Czech Republic]

Education

- 1997-2002 University studies of Translation Sciences (English, Czech, German)
at the University of Applied Sciences in Zittau, Germany
- Specialisation: Economics, Business correspondence, IT, Law
 Thesis: Elaboration of a German-English glossary of porcelain decoration
- Qualification: Diplom-Übersetzerin (FH) [equiv. to **Master's degree in Translation**]
- 1999 Studies at Northern Arizona University in Flagstaff, USA:
Creative Reading & Writing, Grammar & Usage, The Story of English,
Women in American History
- 2002-2003 Qualification: **Specialist for Marketing and e-commerce**