

JESSICA HEILMAN

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LANGUAGES **English:** native **German:** near-native **French:** near-native

TRANSLATION EXPERIENCE

Freelance Translator Austin, Texas, USA (Berlin, Germany, through 06/2008) 08/2005–present

- Marketing—translate PR and marketing materials, websites, brochures, company information, product information
- Software—localize software including Help and documentation, websites, training; specialization in ERP, IT, telecommunications
- Technical—translate technical documentation in various fields including renewable energy, IT, telecommunications

Text & Form Software Lokalisierung GmbH Berlin, Germany 09/2002–07/2005

- Language Lead—managed projects; tasks included planning capacity for translation jobs, delegating assignments, preparing files for translation, managing queries, corresponding with clients, translating, editing

Swiss Federal Railways Bern, Switzerland Summer 2002

- Intern—translated PR and marketing materials, newsletters, case studies on the integration of railway infrastructure and operating companies, correspondence

Text & Form Technische Übersetzungen GmbH Berlin, Germany Summer 2001

- Intern—translated technical texts including manuals, software documentation, specifications; translated PR documents; edited PR and marketing texts, QA manual

SOFTWARE AND EQUIPMENT

- Software**
- SDL Trados 2007 (Workbench, TagEditor, WinAlign, MultiTerm)
 - Alchemy Catalyst 6.0 Lite
 - Across
 - Microsoft Office Professional (Word, Excel, PowerPoint)
 - Windows XP

- Hardware**
- 1.6 GHz, 2 GB RAM, 120 GB (primary hard drive), 80 GB (backup)
 - High-speed Internet connection

USA EDUCATION

M.A., Translation (French/German > English) 2002

- **Monterey Institute of International Studies** Monterey, California
Coursework in technical translation, software localization, economic and financial translation, political and legal translation, terminology management, project management, computer-aided translation

B.A. Magna Cum Laude, French and International Studies 1999

- **Texas A&M University** College Station, Texas
Introductory coursework, St. Olaf College, Northfield, Minnesota

EUROPE EDUCATION

- **Humboldt Universität zu Berlin**
Deutsche Sprachprüfung für den Hochschulzugang 03/2000
- **Universität de Lausanne, Switzerland**
Year abroad, coursework in French language, culture and translation 1998–1999
- **Université de Caen, France**
Summer program, coursework in language and translation Summer 1997