

# Curriculum Vitae

## **Personal Data**

Name: Elke Vogelsang  
Nationality: German (mother tongue)  
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Date of birth: 1972/05/22  
E-mail: [info@vogelsang-translations.com](mailto:info@vogelsang-translations.com)  
URL: <http://www.vogelsang-translations.com>  
Profession: Technical translator for English and Spanish into German, technical writer and Desktop Publishing specialist

## **Skills and Expertise**

- Master's Degree in Technical Translations (English/Spanish/German) from University of Hildesheim, Germany.
- 9 years of experience as a translator, technical writer and proofreader.
- Areas of Expertise: telecommunications, electronics, computer, hardware, software, IT, networks, electrical engineering, photography, mechanical engineering.
- High skill in all applications mentioned below.

## **Hardware and Software**

- Windows Vista
- DSL 2000, color printer, fax modem, DVD/CD-ROM writer
- Adobe Photoshop Elements 6.0, Microsoft Office 2007 Small Business
- CAT tools: SDL Trados 2007 Freelancer, Wordfast

## **Rates**

### **Translations**

I do **NOT** have a minimum order value!

|                             |                                |
|-----------------------------|--------------------------------|
| Up to 1,000 source words    | €120.00 per 1,000 source words |
| 1,000 to 5,000 source words | €110.00 per 1,000 source words |
| Over 5,000 source words     | €100.00 per 1,000 source words |

|               |        |
|---------------|--------|
| Rate per page | €35.00 |
|---------------|--------|

### **Computer Assisted Translations (Trados)**

|                |
|----------------|
| Repetition 20% |
| 100% Match 20% |
| 95%-99% 33%    |
| 85%-94% 66%    |
| 75%-84% 66%    |
| 50%-74% 100%   |
| No match 100%  |

### **Technical Writing**

|          |        |
|----------|--------|
| Per hour | €40.00 |
|----------|--------|

## Desktop Publishing

Per hour €40.00  
Per page €05.00

## Proofreading

40% of translation rates

## Daily output

3,500 words (translation)  
9,000 words (proofreading)

## School/University

**1979-1983:** Primary school in Hildesheim and Harsum, Germany

**1983-1985:** Orientierungsstufe in Ottbergen, Germany

**1985-1992:** Scharnhorstgymnasium Hildesheim (A level), Germany

**1992-1999:** University of Hildesheim, Germany

**Faculty:** International technical communication

**Languages:** English, Spanish (into German and vice-versa)

**Subjects:** Electrical and mechanical engineering

**Additional certificate:** Technical documentation

**09/1994-3/1995:** Foreign studies at the Faculty of Communications & Human Studies at Dublin City University in Dublin, Republic of Ireland

**03/1999:** Diploma (University degree in technical translations and technical writing at the University of Hildesheim, grade: 2.2)

## Employments

**From 04/96 to 08/98:** Part-time private teacher for English.

**From 05/99 to 31/03/04:** Employed at tec:con Technik Consulting GbR, Hildesheim/Germany, as a technical translator and technical writer.

Customers (examples):

Telecommunications: elmeg GmbH

Electrical engineering: Schneider Electric GmbH

Medical Imaging: Kodak Digital Sciences Inc.

Mineral oil industry: ESSO AG

**From 05/00 to 03/04:** Consultant for technical documentation and Desktop Publishing at Huber+Suhner Mobile Radio Systems GmbH, later named AdCoCom GmbH, (customer of tec:con GbR)

**From 07/00 to 10/02:** Consultant for technical documentation and configuration management at Ericsson Eurolab Hildesheim (customer of tec:con GbR)

**From 04/04 to 05/05:** Employed at AdCoCom GmbH, TecCenter, 31162 Bad Salzdetfurth, Germany, as technical translator, technical writer and chief editor of the quarterly newsletter, the "AdCoCom Highlights" (in English)

## Freelance Experience (Examples)

**From 10/04:** Part-time freelancer

**From 06/05:** Full-time freelancer

**Examples of freelance work:**

- Manuals for digital still camera, EN > DE, about 30,000 words and ongoing
- Manuals for digital camcorders, EN > DE, about 25,000 words and ongoing
- Game script, EN > DE, 4,000 words
- Online help for DVD/Disc recorder, EN > DE, 4,000 words
- Website, hotel descriptions, EN > DE, about 100,000 words and ongoing
- Contracts (film industry, EN > GE), 4,000 words
- User manual Off-Roader (EN > GE), 10,000 words
- Online portal for hotel chain (EN > GE), 50,000 words
- Installation manual for mass spectrometer (EN > GE), 10,000 words
- User manual for video recorder for security systems (EN > GE), 6,000 words
- Safety guidelines, info brochures (chemical industry, EN > GE), 100,000 words and ongoing
- and many more...