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SUMMARY
- Skilled content and business manager, able to work independently, in a team, and as a team leader
- International team and project management background in dynamic companies
- Experience in collaborating with internal and external subject-matter experts
- Years of presenting and communicating to management and colleagues, in English and German

PROFESSIONAL EXPERIENCE
Project Manager, Special Projects (2020-present)
Fraunhofer-Gesellschaft, Munich, Germany
Support a "bilingual project" to efficiently provide communication documents in German and English
- Assess processes and requirements to make recommendations for improved translation procedures and quality assurance processes
- Evaluate call for tender applications to select a main translation vendor
- Advise on the use of software tools for translation support and terminology maintenance
- Present cases for internal, external, or mixed translation database management scenarios
- Introduce terminology management system and processes

Senior Localization Manager, Interim (2019-2020)
Brainloop AG, Munich, Germany
Develop and implement project plans to add additional languages to localization processes
- Supporting launch of a global terminology project for consistent product language
- Coordinating the use of various terminal- and cloud-based software systems from git to proprietary terminology management software
- Supporting digital content creation and management
- Managing the localization of user assistance guides and software user strings for a secure cloud-based SaaS platform

Manager and Team Leader, Technical Writing and Localization (2016-2019)
Mapp Digital GmbH, Munich, Germany
Implemented time and cost saving measures of up to 40% in projects to support downsized team
- Streamlined agency translation processes for help localization
- Revamped processes for digital content creation and management of the online help system
- Coordinated with product owners and training stakeholders in content development
- International team management and cross-functional project planning

Cofounder and Director (2015-present)
Hot Chestnut UG, Munich, Germany - helping businesses communicate with their customers
Managed team growth and sales of shares and product in dynamic growth phase
- Developed suitable processes and contributed to business activities to gain customers
- Active contribution to UI and UX experiences in app development (pre-sale)
- Product management and planning activities for existing and planned apps

PROFESSIONAL EXPERIENCE (CON'T)

Independent Translator and Consultant (2007-2015)
Companies included Infineon, Wacker Chemie, Giesecke & Devrient
Represented at www.langolution.com
Achieved consistent, high-level income turnover in my successful sole-proprietor business

- Independently established a home-office based business, including all aspects of business operations management
- Expanded services from translation into translation management and process consulting
- Developed and held regular presentations and workshops at industry events
- Implemented all marketing and advertising as well as CRM measures

Corporate Translation and Terminology Management (2003-2006)
Giesecke & Devrient, Munich
Reduced redundancies in resources across divisions with a corresponding reduction in five positions

- Created and presented project plans and implemented a central translation management department for the company using internal translators and external vendors
- Developed a separate terminology consolidation project for a company-wide application

Translation Project Manager and Technical Translator (1992-2002)
Giesecke & Devrient, Munich
Introduced measures to achieve average project savings of 35%

- Defined procedures for internal and external translations and terminology work
- Introduced and maintained database-supported terminology and translation tools
- Responsible for calculation, planning and monitoring of translation and localization projects

Lecturer for English (1991-1992**)**
Merkur Handelsschule, Mannheim
Developed modern materials to add to established classroom instruction

- Taught technical English, translation, and trade correspondence courses at all levels

INDUSTRY PRESENTATIONS AND WORKSHOPS

Project management, localization issues

- *Technical Documentation Optimization, Acrolinx Content Connections 2018, May 14, 2018, Berlin, Germany*
- *Vendors, Clouds and Security – Guidelines*, TC World, Wiesbaden, November 2015
- *Selling Terminology as a Product*, TC World, Wiesbaden, November 2013
- *Wie ein Komma 50 Euro kostet*, tekom e.V. spring conference, April 2009, Friedrichshafen
- *Podiumsdiskussion 4 – TK und Übersetzung: Mythos der billigen TM-gestützten Übersetzung in der Technischen Dokumentation*, tekom e.V. spring conference, April 2007, Bamberg
- *Shape up to ship out – How to clean up your source documentation for effective localization*, with Helen Fawcett, tekom e.V., 7-9 November 2008, Wiesbaden
- *Does Size Matter? - Grosse Unternehmen gegen Einzelkämpfer in der Übersetzungsdienstleitung*, Tekom e.V. 2007, Wiesbaden

Software tool presentations and best practices workshops

- *Trados/SDL Roadshows: Geneva (2007), Dachau (2007), Zurich, Berlin*
- *Terminology across the divide, tekom e.V. November 2011, Wiesbaden*
- *Terminology: The Big Picture, Tradulinguas International Technical Translation Conference, 28-29 May 2010, Lisbon, Portugal*
- *Streamlining Technical and Marketing Communications - Terminology as a tool for collaboration. Localization World, 30 May – 1 June 2006, Barcelona*

CONTINUING TRAINING

EN 15038 "Translation Services"
- Auditor's Training pursuant to EN 15038:2006, Translation Services – Service Requirements ISO 19011:2002, 5-7 September 2011, Vienna

Conferences and events
- Regular visits and presentations at TCWorld by the Tekom e.v. Society for Technicial Communication since 1996 (see attached)
- MemoQfest, User Conferences from Kilgray Translation Technologies, 2012, 2014, Budapest
- "Translating into the Future", Federal Association of Interpreters and Translators (BDÜ) 28-30 September 2009, September 2012, Berlin

EDUCATION

M.A., American History, Culture and Society
Ludwig-Maximilians-University, Munich, Germany
Final Grade "Sehr Gut" (A) (2017)

B.A., Political Science, International Relations
University of Utah, Salt Lake City, Utah, USA
Major: Political Science, International Relations
Minor: German, Translation
Internship: Sen. A. Simpson, Washington, D.C., USA

International Studies
University of Heidelberg Exchange student for German and political science
Russian Culture and Politics - Moscow and St. Petersburg through the University of Utah

MEMBERSHIPS

Tekom e.V. (German technical communication association)
Project Management Institute®, Southern Germany Chapter
American German Business Club e.V. (Munich)
Amerika Haus e.V.

SOFTWARE

- Cloud-based CMS industry tools for authoring and translation
- XML and DITA based database tools for authoring
- Process Tools Jira, Confluence, Trello, Samepage

LANGUAGES

English: native
German: professional level fluent
French: basic

INTERESTS

Linguistics
Structure and languages in popular culture

History and politics
PhD candidate (in part time) at LMU researching diversification factors
in the rural American west

Social clubs
Held offices of events coordinator, vice president and president of the
Munich International Ski Club e.V.
Active in American German Business Club e.v.