



Christina Stüttgen-Williams Language Service Provider



Christina Stüttgen-Williams (DOB 25/09/1976)

Forstenrieder Allee 257b
81476 Munich
Germany

T +49 (0)89 – 74 56 87 37
M +49 (0)176 – 93 16 34 32

Primary e-mail address: linguoservepro@gmx.de

Secondary e-mail address: info@lspro.de

Website: www.lspro.de



Proz.com Certified PRO Translator: <http://www.proz.com/profile/1589864>

Qualified Member of the Institute of Translation & Interpreting for English to German (MITI)

Native German speaker with over 20 years of experience in the translation industry with specialisation in IT, engineering, market research, natural sciences, leisure & tourism and fashion & beauty.

High quality: I always strive to deliver translations of the highest quality, and in my many years abroad in Italy and the UK, I have acquired native-level language skills in all registers. Having translated, edited and proofread hundreds of texts in my various language pairs, I have a very keen sense for common pitfalls to look out for and know well how to achieve natural-sounding sentences that convey the intended meaning of the source text.

Utmost reliability: Having worked as a project manager for an LSP myself, I am very well aware of the importance of availability, fast communication and punctuality.

Turnaround times: Based on the difficulty of the text and the user-friendliness of the format I can translate between 2500 and 3500 words per day.

Skills

- **Languages:**
 - German (native speaker)
 - Italian and English (excellent spoken and written skills)
 - French, Spanish, Dutch (excellent reading, basic writing)
- **Software:**
 - MS Office, Open Office
 - SDL Trados Studio 2009-2017, SDL MultiTerm, memoQ 2015, Wordfast, XTM Cloud, Wordbee, ApSIC Xbench, Memsource, Smartling
 - Adobe Acrobat Professional, Photoshop

- **Areas of expertise and some examples of end clients:**
 - **General**
 - **Business and Marketing**
 - **Arts and Humanities**
 - **Natural Sciences**
 - **Retail & E-Commerce** (Amazon, eBay)
 - **Technology and Engineering** (Axzion GKS, Spanset, Combilift, Stanley Bostitch, Shell, Knauer, Dornier Seawing, Zeppelin, UTC, BP, Panasonic, TÜV Rheinland, Sandvik, Ensto, Lafarge, Mapei, Bang & Olufson, Pirelli, Vaillant, A. Shulman, Fiat Chrysler, GEA)
 - **Market Research** (GfK, eRewards, Toluna, Respondi, SSI, tns, W1, IFAK, Ipsos ISM Global Dynamics, Survey Sampling)
 - **IT & Telecommunications** (BT, SAP, Carphone Warehouse)
 - **Fashion** (Calvin Klein, Jil Sander, Stella McCartney, Gucci, Armani, Versace, Brioni, Missoni, Ermenegildo Zegna, Dodo, D2, Stone Island, Gant, Valentino, Pomellato, Napapijri, Comptoir de Cotonniers, Esprit, Yoek, Silhouette International, Triumph, Charmant, Liu Jo, Replay, adidas)
 - **Beauty** (Comodynes, KIKO Milano, Longtime Liner, L'Oréal, Parfümerie Douglas, Kiko, Dermofarm, Comodynes, Omikron Italia)
 - **Gastronomy & Tourism** (Mövenpick Hotel & Resorts, Marriott Hotels, Hilton Group, Holiday Inn Hotels, Löwenbräu, Franziskaner, Inter Continental, Lavazza, Expedia, Davidoff Cigars, Atmosphere Kanifushi Maldives, Selwo Marina Delfinarium, Costa Crociere)
 - **Sports & Leisure** (EA7, Cesar Millan, Puma, adidas, Bike & Sail, Editrici Giochi, Hasbro, Sportingbet, Ragnarok Online, Mattel)
 - **Media** (BBC, SyFy, Sony, Dragonfly, ESPN, Gruner+Jahr, Condé Nast)
 - **Education** (FH Münster, Hochschule München, LMU, TU Berlin, Dulwich Colleges, DAAD)
 - **Medical – General** (Allergika, Biosyn, NHS, Daiichi Sankyo, Dentinox, GE Healthcare, Isar-Amper-Klinikum, Klinik für Berufskrankheiten, Mental Health Act Commission, Reviderm, Seirin Corp., Systagenix, First Line Research, KDA, Geistlich, Oraya, Mavig)

Education

- **1996-2004 Università degli Studi di Milano (Italy)**
June 2004 Laurea in *Lingue e Letterature Straniere*, 110 of 110 points, (equivalent to Master of Arts in German, English and Italian Philology)
- **1987-1996 Inda-Gymnasium Kornelimünster (Germany)**
- **1983-1987 Grundschule Breinig (Germany)**

Certifications and Examinations

- **March 2016 SDL MultiTerm 2015 for Translators and Project Managers**, SDL Certification Examination (my certification page on SDL.com: <http://oos.sdl.com/asp/products/certified/index.asp?userid=138142>)
- **March 2015 SDL Trados Studio 2015 for Translators – Advanced**, SDL Certification Examination
- **April to October 2015 Fernlehrgang: Bekleidung verkaufen mit Herz und Kompetenz**, Final Grade: **“sehr gut” (A)** (state-approved course for fashion sales people covering the technical aspects from the fibre to the end)

- product, as well as sales techniques), Akademie Ute Schäfer
- **July 2015 Seminar Literaturübersetzen – ein Überblick (Seminar on Literature Translations)**, BDÜ Seminar (German Association of Interpreters and Translators)
- **May 2015 Qualified Membership Examination for translators, English to German**, Institute of Translation and Interpreting (ITI)
- **March 2015 SDL MultiTerm 2011 for Translators and Project Managers**, SDL Certification Examination
- **February 2015 SDL Trados Studio 2014 for Translators – Advanced**, SDL Certification Examination
- **June 2013 SDL Trados Studio 2011 for Translators – Advanced**, SDL Certification Examination
- **July 2012 SDL Trados Studio 2011 for Translators – Intermediate**, SDL Certification Examination
- **July 2012 SDL Trados Studio 2011 for Translators – Getting Started**, SDL Certification Examination
- **April 2009 Molecules, medicines and drugs**, Open University, Milton Keynes, UK
- **January 2009 Human genetics and health issues**, Open University, Milton Keynes, UK
- **January 2007 Certificate in Natural Sciences**, Open University, Milton Keynes, UK

Further Professional Education

- **October 2015 to March 2016 Schuh-Fernlehrgang (state-approved course for shoe sales people covering the foot and leg anatomy, the manufacturing of shoes, the different shoe models and sales techniques)**, Akademie Ute Schäfer
- **September 2015 Grundlagen für medizinische Übersetzer 2: EMA Vorlagen**, (Basics for Medical Translators 2: EMEA Templates), BDÜ Webinar (German Association of Interpreters and Translators)
- **May 2015 Grundlagen für medizinische Übersetzer 1: Medizinische Terminologie**, (Basics for Medical Translators 1: Medical Terminology), BDÜ Webinar (German Association of Interpreters and Translators)
- **March 2015 Terminology Management with SDL MultiTerm 2014 and SDL Trados Studio 2014**, SDL Webinar
- **March 2015 Xbench-Plugin in Studio**, BDÜ Webinar (German Association of Interpreters and Translators)
- **March 2015 Maschinenbau-Webinar** (Mechanical Engineering Webinar), ³Engineering Translations
- **February 2015 Textiltechnik – Herstellung von textilen Materialien – Technische Textilien** (Textile Technology – Manufacturing of textile materials – Technical Textiles), BDÜ Landesverband Bayern (German Association of Interpreters and Translators, Regional Association of Bavaria)
- **November 2014 Modeübersetzungen leicht gemacht** (Fashion translations made simple), ProZ Webinar
- **November 2012 Social SEO Basics for Translators**, ProZ Webinar
- **November 2012 Translating FrameMaker Files**, SDL Webinar
- **June 2012 SDL Trados Studio 2011 – Advanced**, ProZ Webinar
- **May 2012 SDL MultiTerm™ for Translators and Project Managers**, ProZ Webinar

**Work
experience**

Freelance Translator, Editor, Proof-reader and Project Manager

Since April 2012

Office Manager – Language Connect LTD (Munich, Deutschland)

September 2009-April 2012

- Set up of first Language Connect foreign branch in Munich, Germany;
- Translating, editing and proofreading of mostly English, German, Italian, Dutch, Spanish, French and Scandinavian texts (areas of expertise ranging from general to market research, technical, IT & telecoms, medical, legal and financial);
- Project allocation of translation, interpreting, voice-over and coding projects;
- Project and budget calculations;
- Training of interns and new employees;
- Supervision of the project management and marketing teams, liaison between these and the accounting team and UK managing director;
- Organisation and execution of job interviews;
- Induction and training of new interns and project managers;
- Testing and evaluation of new software applications and procedures;
- Assistance with the drafting and maintenance of the corporate employee, safety and project management manuals;
- Acquisition of new clients and care for existing accounts;
- Organisation of and attendance at client meetings and trade fairs.

Office Manager – Language Connect LLP (London, England)

2007-August 2009

- Supervision of the project management and marketing teams, liaison between these and the accounting team and managing director;
- Organisation and execution of job interviews;
- Induction and training of new interns and project managers;
- Testing and evaluation of new software applications and procedures;
- Assistance with the drafting and maintenance of the corporate employee, safety and project management manuals;
- Client acquisition and care;
- Organisation of and attendance at client meetings and trade fairs.

Translator, Editor and Project Manager – Language Connect LLP (London, England)

2006-2007

- Translating, editing and proofreading of mostly English, German, Italian, Dutch and Scandinavian texts (areas of expertise ranging from general to market research, technical, IT & telecoms, medical, legal and financial);
- Quality assurance;
- Project allocation of translation, interpreting, voice-over and coding projects;
- Project and budget calculations;
- Training of interns and new employees.

Freelance Translator and Language Teacher (Milan and surroundings, Italy)

2003-2006

- Translations into German and Italian (mainly technical and natural sciences);
- German, English and Italian tuition for various private schools and businesses (individual lessons as well as groups of up to 7 people, all levels and ages, but mainly adults with focus on business German/English).

Journalistic Summer Internship Aachener Zeitung (Aachen, Germany)

Summer 2002 (3 weeks)

- Write-up of short press releases and feature articles for the Metro section.

Translator & Project Manager Internet – Centro Prenotazioni Hotel Italia (Milan, Italy)

2001– 2003

- Responsible for liaison with German and English-speaking customers;
- Coordination of the call centre;
- Customer acquisition and care;
- Organisation and management of trade fairs, meetings and special events;
- Solely responsible for the corporate website content in 4 languages (German, English, French, Spanish);
- Translation of special offers into 5 languages (German, English, French, Spanish, Dutch).

Freelance translator and interpreter (Milan, Italy)

1996– 2001

- Translation areas of expertise: predominantly general and humanistic studies (amongst others for the Historic-Judicial Institute of the Università di Trento – Italy);
- Business interpreting.

Part-time Foreign Language Correspondence Clerk with Baumgärtner Camper und Caravan Import (Aachen, Germany)

1995– 1996

- Written and verbal correspondence and sales pitches with Italian, French and English clients.

Freelance German, French and English Tutor

1994–1996

- Language tuition for children with learning difficulties and dyslexia (ages 10 to 14).