

"I have no special talent,  
I am only passionately curious."  
Albert Einstein



## Résumé

01/2007 - to date

### BOW-Translation

- translations (DE - EN - DE) in the areas of law, economics, finance and contract law (e.g. patents, websites, catalogue and brochures, contracts, work instructions, judicial documents and more)
- translation of certificates (duly authorized translator)
- sworn interpreter (DE - EN - DE)
- certified terminology manager (ECQA Advanced)
- certified translator for Easy-to-Read German (11/2018)
- machine translation (DeepL, Systran, Prompt)
- editing, proofreading, pre- & post-editing
- interim management for the translation industry
- language training in the areas of law, economics, finance
- preparation of material for individual language training
- preparation and maintenance of content for learning platforms (blended learning)
- author (03/2009 - Short Course English for Negotiating, 02/2010 - Business English for Beginners (Workbook) newly released in 3/2018)
- developer and lecturer of various e-Seminars™ (GDPR, business plan, calculation for business purposes, book keeping and administration)

Memberships:

Member of the German Federal Association of Interpreters and Translators (BDÜ)  
Member of the registered German Association of Professional Translators and Professional Interpreters (ATICOM)  
Member of the Institute of Translation and Interpretation UK (ITI)

Software:

Across, Trados Studio, MemoSource, MS Office 365, ABBYY FineReader OCR, Teams, Nuance Dragon, DeepL, Systran, Prompt, Anycount, and more

Data Security:

According to the Regulation of GDPR (own server, standalone solutions for translation purposes, multiple firewalls, anti-various solutions, anti-tracking solutions, add-block solutions, password manager and more.

## CARRER

*Summary of the most relevant positions held*





03/2015 - 08/2015	<b>Gebr. Liebisch GmbH &amp; Co. KG</b> Commercial Clerk (temporary contract) <ul style="list-style-type: none"><li>- office organisation and preparation of process descriptions</li><li>- translations (DE - EN - DE)</li></ul>
10/2012 - 09/2014	<b>Kaimann GmbH</b> Translator and Language trainer <ul style="list-style-type: none"><li>- translation of contracts, technical documentation, internet texts and more</li><li>- coordination of all translation projects incl. price negotiations</li><li>- editing and proof reading of corporate literature</li><li>- terminology und terminology management</li><li>- responsible for language training under the Kaimann Academy</li><li>- preparation of corporate specific training material</li></ul>
01/2007 - 06/2012	<b>C-Tec e.K. former CORONET</b> Export Manager (part time) <ul style="list-style-type: none"><li>- general and international order processing</li><li>- responsible for international markets, customer acquisition and care</li><li>- responsible for AEO-certification (Certificate awarded 01/2011)</li><li>- translations (DE - EN - DE)</li></ul>
2006 - 2007	<b>Translators and Interpreters Examination - Chamber of Commerce (CoC)</b>
08/2005 - 12/2006	<b>Founding and start-up phase Büro-Organisation Welch (now BOW-Translation)</b>
01/2004 - 07/2005	<b>Elektronica SM Handelsgesellschaft, Greven</b> Commercial Clerk <ul style="list-style-type: none"><li>- general and international order processing – key account management</li><li>- import management</li><li>- responsible for ATLAS-implementation</li><li>- responsible for land-, sea- and airfreight of dangerous goods</li></ul>
10/2000 - 08/2002	<b>CORONET König &amp; Böschke GmbH, Herford</b> Commercial Clerk <ul style="list-style-type: none"><li>- national and international market research, acquisition and customer care</li><li>- general and international order processing</li><li>- import management</li><li>- translations (DE - EN - DE)</li></ul>
08/1999 - 07/2000	<b>Defence Logistics Organisation, London</b> Civil Servant <ul style="list-style-type: none"><li>- set up of the Department of further Education</li><li>- set up and management of an interactive training unit</li></ul>

## **INTERNET**

### **Website**

[BOW-Translation](#)

### **Networks**

[Birgit Welch - Xing profile](#)  
[Birgit Welch - LinkedIn profile](#)  
[Birgit Welch - Facebook profile](#)

### **Author**

[English for Negotiation - Short Course Series](#)  
[Business English for Beginners - A1/A2](#)  
[Business English for Beginners - New Edition - A1](#)  
[Business English for Beginners - New Edition - A2](#)

### **Speaker**

[EuroSPI 2019 Edinburgh - Terminologie und Leichte Sprache](#)

### **Lecturer**

[e-Seminar: GDPR](#)