

# Natalie Dunn

Swadlincote, Derbyshire

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An experienced technical German translator with over 20 years' service within the manufacturing industry, supported by 4 years in language-based positions. Wealth of experience in translating technical German publications, marketing material and corporate documentation into English, with subjects spanning the automotive industry, bearing technology and original equipment manufacturing. A high-level operator of the SDL Trados Studio translation software with an extensive technical German vocabulary. A reliable, conscientious and professional individual, who is customer-focussed and demonstrates a thorough approach to her work.

## LANGUAGE SKILLS:

Fluent German and native English speaker with additional language qualifications in French, Russian and Japanese.

## ADDITIONAL SKILLS/QUALITIES:

- Proficient in Microsoft Office applications
- Qualified touch-typist
- Strong organisational and communication skills, with the ability to work well as an individual or as part of a team

## PROFESSIONAL EXPERIENCE:

**Freelance Technical German Translator**  
**Dunn Translations Limited**

**December 2019 to present**

Self-employed provider of technical translations from German into English, as well as proofreading and post-editing services, using SDL Trados Studio. Recent projects include automotive design guidelines, technical publications, and marketing and website material.

**Senior Technical German Translator**  
**Schaeffler (UK) Ltd, Minworth**

**September 2018 to December 2019**

Promoted to position of Senior Technical German Translator within the UK Marketing and Communications Department of a global bearing manufacturer.

- Translated and proofread a wide range of Company literature, including product and technical publications, internal standards and procedures as well as marketing and training material, from German into English
- Created translation memory databases and produced, edited and reviewed translations using the computer-assisted translation software package SDL Trados Studio
- Maintained and managed an order logging system for translation work to ensure transparency, monitor deadlines and track the annual revenue target
- Processed translation enquiries and requests promptly and generated quotations for translation work to ensure rapid placement of orders

- Maintained a high level of service to customers during the long-term absence of a colleague, to ensure that translation deadlines were still met as far as possible
- Ensured rapid payment of completed translation work by raising invoices accurately and promptly
- Exceeded personal target through excellent prioritisation and negotiation with the customer

**Technical German Translator  
Schaeffler (UK) Ltd, Minworth**

**May 1998 to September 2018**

- Translated the 700-page Schaeffler Technical Pocket Guide, providing English-speaking mechanical engineers, technicians and students with a technical reference book spanning numerous technical and scientific disciplines
- Proofread publications and documentation to ensure the technical and linguistic accuracy of translation work carried out internally and by external translation providers
- Consulted with internal customers to establish translation requirements and timescales
- Maintained regular contact with internal customers to ensure that they were optimally informed of progress and thus provide the best possible service
- Liaised with in-house application engineers on products and corresponding applications to ensure that customers always received technically accurate translations
- Consulted with translation colleagues in Germany on technical terminology and provided assistance with translation queries and requests
- Maintained a jobs list to efficiently coordinate, prioritise and monitor deadlines for translation work and ensure that customer requirements and deadlines were met
- Attended product and translation software training, both in the UK and in Germany, to improve product and translation awareness and enable more effective delivery of translations

**EARLIER CAREER**

A range of roles in language-based positions within the UK, including

- Internal Sales Coordinator for France/Germany      Metsec, Oldbury
- European Patent Coordinator      RWS, Gerrards Cross
- Corpus Linguistics Research Post      University of Central Lancashire

**QUALIFICATIONS / COURSES**

**University of Leeds**

Joint Honours BA Degree in German and Linguistics, Class 2:1.

**Institute of Translation and Interpreting**

Qualified Member (MITI) of the ITI

**SDL Trados Studio / Post-Editing**

Attended a number of training courses in Germany on the various versions of Trados Studio translation software. Achieved SDL Post-Editing certification.

**INTERESTS & ACTIVITIES**

- Running, cycling, swimming, hiking and exercise classes. Qualified fitness instructor.