

Katja Heimann-Kiefer



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■ My services for you

Text work

- Writing German texts
- Editing and proofreading for German texts
- Translations English → German (mother tongue)
- Proofreading and quality control of your translations

Subjects and text types

- Text to support your good image: brochures, newsletters, staff and customer magazines, websites, reports etc.
- Text for clear communication: training materials, user interfaces, user manuals etc.
- Some of my subjects: from sterile processing to metering pumps, from software localisation to IT marketing, from sales training to family history – I am versatile.
- I work on texts from outside of these fields, so just ask me to find out whether your matter matches my skills.

■ Qualifications ...

- *1987–1993: University studies, degree in technical translation (Diplom-Fachübersetzerin), Hildesheim University*
Foreign languages: English, French; Technical subjects: electrical engineering, mechanical engineering
- *1992–1993: Certificate in technical documentation, Hildesheim University, Germany*
- *May 2005: Certificate as technical sterilisation assistant*
Training course for sterile processing (“Module 1”) according to DGSV guidelines
- *Continuing education, a selection:* Professional copywriting (Akademie der deutschen Medien), Transcreation (BDÜ), SEO (VfLL), Basics of Easy German (“*Leichte Sprache*”), Creative text-writing, “USP, Claim & Headline”, Environmental measurements, Home and building automation (BDÜ), Endoscopy (BDÜ)

■ ... and lots of experience

- *February 1994–September 1998:* Lived and worked in Ireland
- *February 1994–February 1998:* Employed with two software localisation agencies, Dublin area
Tasks: Translating, proofreading; quality control and assurance of the quality of internal and external translations; preliminary project analysis of mono- and multilingual translation projects, coordination of multilingual translator teams for major project
- *Self-employed since February 1998,* back in Germany since October 1998
Worked on a great variety of projects for IT, med-tech and medicine
- *2003–2013:* creation and maintenance of two software documentations in HTML format
- *2012–present:* writing newsletter articles for German pump manufacturer
- *Spring 2004:* assignment at Hildesheim university, teaching the translation of technical texts from English into German for the Master’s course, “Language and Technology”