

# JESSICA HEILMAN

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**LANGUAGES**                      **English:** native                      **German:** near-native                      **French:** near-native

## TRANSLATION EXPERIENCE

**Freelance Translator** Austin, Texas, USA (Berlin, Germany, through 06/2008) 08/2005–present

- Marketing—translate PR and marketing materials, websites, brochures, company information, product information
- Software—localize software including Help and documentation, websites, training; specialization in ERP, IT, telecommunications
- Technical—translate technical documentation in various fields including renewable energy, IT, telecommunications

**Text & Form Software Lokalisierung GmbH** Berlin, Germany 09/2002–07/2005

- Language Lead—managed projects; tasks included planning capacity for translation jobs, delegating assignments, preparing files for translation, managing queries, corresponding with clients, translating, editing

**Swiss Federal Railways** Bern, Switzerland Summer 2002

- Intern—translated PR and marketing materials, newsletters, case studies on the integration of railway infrastructure and operating companies, correspondence

**Text & Form Technische Übersetzungen GmbH** Berlin, Germany Summer 2001

- Intern—translated technical texts including manuals, software documentation, specifications; translated PR documents; edited PR and marketing texts, QA manual

## SOFTWARE AND EQUIPMENT

- Software**
- SDL Trados 2007 (Workbench, TagEditor, WinAlign, MultiTerm)
  - Alchemy Catalyst 6.0 Lite
  - Across
  - Microsoft Office Professional (Word, Excel, PowerPoint)
  - Windows XP

- Hardware**
- 1.6 GHz, 2 GB RAM, 120 GB (primary hard drive), 80 GB (backup)
  - High-speed Internet connection

## USA EDUCATION

**M.A., Translation** (French/German > English) 2002

- **Monterey Institute of International Studies** Monterey, California  
Coursework in technical translation, software localization, economic and financial translation, political and legal translation, terminology management, project management, computer-aided translation

**B.A. Magna Cum Laude, French and International Studies** 1999

- **Texas A&M University** College Station, Texas  
Introductory coursework, St. Olaf College, Northfield, Minnesota

## EUROPE EDUCATION

- **Humboldt Universität zu Berlin** 03/2000  
Deutsche Sprachprüfung für den Hochschulzugang
- **Université de Lausanne, Switzerland** 1998–1999  
Year abroad, coursework in French language, culture and translation
- **Université de Caen, France** Summer 1997  
Summer program, coursework in language and translation