

# Steffen Schulze

Master of Arts (M.A.) English / German

**Experienced German Translator, Resume Writer, Proofreader, and Copywriter**

Steffen Schulze  
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Date of Birth: 13th February 1974



## Professional Experience and Expertise

2002-present, international clients: Freelance English into German Translator, Editor, Proofreader, German Resume Writer, Journalist, Ghostwriter, Copywriter, and Web Content Manager

Involved with writing, editing and translating user manuals, website content, newsletters, FAQs, surveys, customer magazines, press kits, white papers, product brochures and datasheets, press releases, personal documents and resumes/CVs, corporate documents and presentations, mostly in the fields of information technology, multimedia, telecommunications, marketing, advertising, travel and tourism, and automotive. Experienced resume writer and tutor of German resume writing workshops. Also a freelance author, ghostwriter, copywriter and journalist; experienced in editing and proofreading other translators and authors.

1999-2001, IXOS SOFTWARE AG, and IXOS AS GmbH, Munich, Berlin, and Leipzig, Germany: Technical Writer, Web Content Manager, Copywriter, and Translator

Involved in writing and translating end user and administration manuals, online help systems, PR and marketing documents for advanced electronic archiving software systems in the fields of both the SAP R/3 and the internet. Writing, translating and editing the corporate webpage content.

1998-1999, Clinical Center "Städtisches Klinikum St. Georg", medical technology institute, Leipzig, Germany: Civilian Service (alternative to German military duty)

Responsible for managing, logging (SAP) and distributing the clinic's medical equipment stock. Responsible for recording and editing educational films (operations/pathology) and providing technical support during nationwide congresses and meetings.

1996-1998, Telegroup Inc., Iowa, USA / Telegroup GmbH Düsseldorf, Germany: Freelance Online Sales Representative, Copywriter, and Translator

Selling Telegroup's Global Access Callback, Travelcard and Direct Services for mobile telecommunications within a local sales territory. Registering customers online, and providing new customers with their welcome packages and dial in numbers. Translating, writing and editing the respective end-user manuals, help texts, welcome and marketing documents.

1993-1998, various German universities, education centres and academies: Freelance Tutor, Trainer and Lecturer

Teaching German, English, Communications, Stylistics, and Marketing strategies to German and international students, adults and pupils. Starting and managing a small tutoring business with about 50 students and 5 freelance teachers "on the side" while still at university (1995-1998).

1991-1993, cultural magazine "ZeitPunkt" and radio station "Mitteldeutscher Rundfunk" (MDR), Leipzig, Germany: Freelance editor and journalist

Responsible editor for movie and cabaret recensions. Doing research and interviews, writing news texts and cutting / preparing interviews for the daily news broadcasts.

## Language and Computer Skills

Languages:	German native speaker; expert fluency in English (both written and spoken); mastery of information technology and marketing jargon in both languages. Good in spoken French and Russian, good qualification in Latin.
Computer literate:	Windows ME / NT / XP, MS Word / Excel / Powerpoint, Archiving systems in the field of SAP R/3, major HTML, SGML and XML editors, Content Management Systems such as Gauss VIP, Single Source Publishing Tools like JADE DSSL, CAT Tools such as TRADOS, SDLX, and Star Transit, major DTP programs and many other industry standard software packages.

## Scientific Education and Certificates

1998, Leipzig University, Germany: Master of Arts (M.A.) English / German	Grade 1.15 in principal subject German (Best grade possible is 1.0 on a scale of 1.0 to 5.0).
Certificate of Language Proficiency for the English language	Grade 1.0 for English (best grade possible is 1.0 on a scale of 1.0 – 5.0).