

## Profile

### Education

10.1993 - 08.1999	Universities Germersheim and Leipzig Degree: Diplom-Übersetzer (Translator) English/Russian Special fields: Structural engineering, machine construction
1994	Howlett Hotels, Eastbourne/GB, practical training
1995	University Simferopol/Ukraine, language studies
1995/96	Heriot Watt University Edinburgh, language & culture studies
1997	Linguistic University Pjatigorsk/RF, tutor
1998	Åbo Akademi, Åbo/Finland, Swedish language studies

### Business Experience

1996 - ...	Freelance translator for English, Swedish and Russian into German
06.1999 - 12.2002	Project manager and in-house translator at translation agency Ü-TEXT, Leipzig

### Specialization

- Invitations to tender, bids and offers, operating, installation and maintenance instructions, contracts, general texts etc.
- Quality management and manuals
- IT translations (User interfaces, FAQ, help texts, press releases, contracts – SAP, Oracle)
- European research funding, EU Framework Programs
- Contracts, Agreements

### Equipment & Software

Intel Pentium 4; 2,8 GHz; 1 GB RAM

Microsoft Word, Excel, PowerPoint XP; PageMaker 6.5

TRADOS 8.0 Freelance Translator's Workbench, TagEditor, MultiTerm, across 3.0

DIPL. - ÜBERS. SANDRA GERSTNER  
ENGLISH, SWEDISH → GERMAN TRANSLATIONS

LENAUSTRABE 41, 04683 NAUNHOF

TEL./FAX: 03 42 93 / 3 25 84 • FUNK: 0174 / 44 69 805 • GERSTNER.SANDRA@GMX.DE

---

### Recent Projects

#### Medical texts

Instructions for use for medical devices and medical implants for a large Swedish biotechnology/medical device company (English – German)

#### Technical texts

Website and brochures of Swedish manufacturer of silos and mixers (English, Swedish – German, ongoing projects)

Forklift operating and maintenance manuals (English – German, ongoing projects)

Product catalogue for linear motion systems (English – German, 55.700 words)

Material safety data sheets (English – German, ongoing projects)

Floor grinding machine handbook (Swedish – German, 14.000 words)

Ticketing system manual (Swedish – German, 5.000 words)

#### Contracts

International Sales Service Agreements

Cooperation and Purchase Agreement (English – German – 14.600 words)

Service Partner Agreements

Customer/Vendor Confidentiality Agreements

General Terms and Conditions of Purchase/Sale

#### SAP

Marketing texts (English – German, 40.000 words)

General Terms and Conditions for several SAP Programs (English – German)

System translations, help texts (English – German)

E-Learning, training material (English – German)

Service/Alliance/Support Agreements (English – German)

#### IT

Whitepapers on computer and network security and VoIP (English – German, 5.700 words )

Oracle Management System User Guide (English – German, 100.000 words)

#### Quality Management

Quality Management Charter of a large German company (English – German, 15.000 words)

Quality Management Handbook of a Swedish manufacturer of coatings and inks (English – German, 14.000 words)

#### Other

Guide to Financial Issues relating to Indirect Actions relating to FP7 (English – German, 33.000 words)