

**ANDREA FARTHOFER**  
**Translation & Language Services**  
**English & German**

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## SUMMARY OF QUALIFICATIONS

- **20 years' experience in writing, translating, proofreading and localising:**
  - 10 years as Writer, Translator and Revisor with an international software company
  - 4 years of which as Manager of the Translation & Documentation Department
  - 20 years' experience with English & German technical documentation, marketing and promotional material, and software localisation
- **Significant experience as a freelance translator since 1988 – Fulltime freelance translator since 2001:**
  - Great variety of specialisations
  - Translation of books in various fields
- **Practical experience in English-speaking countries:**
  - Studied and worked in the USA and Great Britain
- **Working languages:** English-German (German: mother tongue; English: near-native language capability)
- More than **80 customers** in all parts of the world
- Translated some **20 books**
- Strong **technical background** for technical translations
- Exceptional **creative language skills** for transcreation, general translation, art and literature and promotional and advertising material
- Remarkable **cultural understanding**
- Excellent **computer skills** and profound knowledge of software tools, including Trados
- More than 4 years of **management experience** as well as excellent interpersonal skills and team worker
- Experienced in **project management** and quality assurance

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## EDUCATION

**Faculty of Translators and Interpreters at the University of Vienna:**

- Program for German, English and French; additional language Spanish
- Magister der Philosophie (Master of Arts) received in 1988

**University of Illinois at Urbana-Champaign, USA, 1989**

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## FREELANCE EXPERIENCE

- Since 2001: Fulltime self-employed translator; cooperating with international translation agencies and companies in various sectors
- Since 1988: Translated several books and carried out numerous translation projects with international customers
- Since 2009: Authored two books in German for an Austrian and a German publisher

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## EMPLOYMENT

**Revisor & Senior Translator in translation & localisation company ALPHA CRC Ltd, UK (07/2000-09/2000):**

- Revised translations of internal and external translators on various subjects
- Translated and coordinated Astrology Web project

**Manager Translation & Documentation Department at international software company Management Data (1997-05/2000):**

- Hired, trained, and oversaw internal and external translators
- Managed ten employees and planned and controlled budget, quality and deadlines
- Introduced terminology database, Documentation Style Guide and Corporate Design Guide
- Supervised the writing, translation and publication of all kinds of documentation

**Editor, Translator and Technical Writer at Management Data (1990-05/2000):**

- Founded the Documentation department: Created documentation and layout guidelines
- Created, wrote and translated the quarterly customer newsletter
- Created and edited English software, user guides and online helps, product descriptions, marketing and promotional material, adverts, press releases, newsletters, websites and other publications
- Translated and localised software and all documentation mentioned above into German

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## FIELDS OF SPECIALISATION




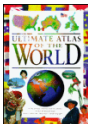

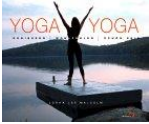
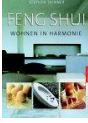

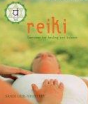

My extensive experience has taught me to address very different target groups with very different backgrounds. My experience extends to both short brochures and entire books or detailed instructions, to very general texts and highly specialised expert texts and to both very promotional, creative texts as well as to matter-of-fact descriptions and instructions using a standardised language and terminology.

Field	Projects	End customers
➤ <b>IT documentation, manuals, online help, software localisation</b>	Major software applications in various fields as well as translation, copywriting and DTP of numerous user guides and manuals	Amdocs, Comparex, Computer Associates, Deutsche Bank, Digital Union, Domino, Epson, Hewlett-Packard, Hitachi, IBM, Intel, Manhattan Associates, Philips, RICOH, SAP, Segue, Sybase, Unisys, Vanco, Xerox
➤ <b>Websites</b>	Numerous websites in all kinds of fields	astrocenter.de, compair.de, deutsche-bank.de, eyebrowz.com, habitat.de, hotels.com, kiwiplan.com, linklaters.com, lloyd.co.uk, mazda.de, msoq.com, sicviatical.com, wcities.com, xerox.de
➤ <b>Advertising, promotional and marketing material &amp; transcreation</b>	Translation, copywriting and DTP of numerous marketing brochures and advertisements, flyers, leaflets, newsletters, press releases, presentations, folders, and websites	3com, ABB, Adidas, Alcatel, American Express, AT&T, Austria Telekom, BASF, Bodyshop, British Airways, British Telecom, Cisco Systems, CompAir, Deutsche Bank, Dove, Esso, Ford, Gillette, HP, Invensys, Manhattan Associates, Microsoft, Motorola, National Lottery, Nortel, Pall Corporation, Puma, Sharp, Shell, Sony, Sprint, Thorn, United Airlines
➤ <b>EU matters</b>	Papers, presentations, reports, conferences, invitations, studies	European Union: Dutch EU presidency



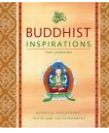

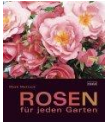


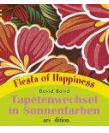

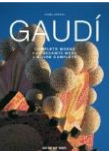
## FIELDS OF SPECIALISATION (contd.)

Field	Projects	End customers
➤ <b>Business and corporate documents, questionnaires</b>	Company profiles, business plans, brochures, newsletters, presentations and company-internal information, such as job descriptions and surveys	Adidas, Alcoa, BASF, Bombardier, Caritas, Epson, Esso, Gillette, Hertz, Invensys, O2, RHI, Shell, Synetix, Unisys, Vanco
➤ <b>Training and education, management literature</b>	One management book and several training manuals	American Field Studies, BASF, Orell Füssli Verlag
➤ <b>Edutainment and game software</b>	Game software translation projects for various customers	Etherlords, Nintendo, Tetris Gamecube
➤ <b>Travel and tourism</b>	Several travel guides and books as well as 80.000 words of travel tips for the web and on-going marketing translations for major hotel chains	Conrad Hotels, GRIEBEN Verlag, Hertz, Hilton, hotels.com, Kempinski Hotels, Madame Tussauds, Marriott, North Wales, RCI, South England Tourist Board, State of Texas, United Airlines, Verlag Das Beste, wcities.com
➤ <b>Astrology and horoscopes</b>	Translated 500.000 words as Senior Translator and revised another 300.000 words	astrocenter.com (1.5 million word project)
➤ <b>Art and literature, children's literature, music and cinema, scripts</b>	Numerous articles, movie synopses, film title reviews, sleevenotes, artists' profiles as well as audiovisual program scripts	Metro Goldwyn Mayer, MTV, Virgin
➤ <b>Poetry and gift books</b>	Several books	Ars Edition
➤ <b>Medicine</b>	350.000 words of medical software and documentation; on-going translation of studies, questionnaires and marketing material, such as press releases and website content	Biosense Webster/Johnson & Johnson, Cephalon, Cerner, Cochlear, Draeger, Edwards Lifesciences, Fischer Imaging, Given Imaging, Nucletron, Super Dimension, Toshiba Medical Systems, Varian
➤ <b>Health, lifestyle, interior decoration, furniture, fashion, yoga and meditation, feng shui, reiki, reflexology</b>	Several books, web content, marketing material, brochures	Dorling Kindersley, Habitat, Licona, nicolai, midena, Orbis Verlag
➤ <b>Cooking and nutrition</b>	Various books and articles	Habitat, midena, Red Bull, Shark, Simplot, Weight Watchers
➤ <b>Biology, botany, herbalism, geography, reference books</b>	Several books	nicolai, The Pepin Press
➤ <b>Sports</b>	Sports software, websites, marketing material, press releases, press packs and advertisements	Adidas, DartGolfer/DartTrainer, MSOQ Outdoor Quest, Puma, Sorbothane
➤ <b>Consumer goods</b>	Numerous websites, brochures, manuals, instructions and articles	Alcatel, American Express, Blaupunkt, Bodyshop, Casio, Deutsche Bank, eyebrowz.com, Fluke, Habitat, Hertz, Hitachi, Hugo Boss, National Lottery, Nokia, Philips, Sharp, Sony, Spirit, Vodafone
➤ <b>Technology</b>	Numerous manuals, websites and promotional material	Austria Telekom, British Telecom, Compair, Farnborough Aircraft, Fenestrae, Mazda, Vodafone





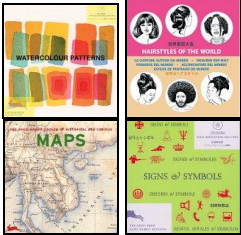
## BOOKS TRANSLATED

Title	Publisher/Customer	
➤ "The Wild Places of Europe - A Traveller's Guide to 45 Stunning Natural Landscapes", Weldon Owen Pty Ltd, Australia ("Europas letzte Paradiese - 45 grandiose Nationalparks zwischen Island und Kreta")	Verlag Das Beste, Germany	
➤ LONDON Travel Guide "Michael's Guide LONDON", Inbal Travel Information Ltd.	GRIEBEN Verlag, Germany	
➤ Texas Travel Guide for the State of Texas, USA	Twigg's Translations, Germany	
➤ Madame Tussauds' Souvenir Brochure	thebigword, UK	
➤ "Ultimate Atlas of the World" by Philip Steele & Keith Lye, Parragon Book, UK (being prepared)	thebigword, UK	
➤ "Neanderthals at work" by Albert J. Bernstein and Sydney Craft Rozen, John Wiley & Sons, Inc. ("Kooperation statt Konflikt")	Orell Füssli Verlag, Switzerland	
➤ "Health Style" by Lorna Lee Malcolm, Duncan Baird Publishers Ltd., London ("Yoga Yoga. Genießen, Wohlfühlen, Schönsein.")	Print Company, Austria, for midena	
➤ "Feng Shui for Modern Living" by Stephen Skinner, Cico Books Ltd., London ("Feng Shui – Wohnen in Harmonie")	Print Company, Austria, for Orbis Verlag	
➤ "Living Wisdom – Herbalism" by Frank J. Lipp, Duncan Baird Publishers Ltd., London	Print Company, Austria, for Taschen Verlag	
➤ "Live Better: Reiki" by Sandi Leir Shuffrey, Duncan Baird Publishers Ltd., London ("Reiki")	Print Company, Austria	
➤ "Live Better: Reflexology" by Beryl Crane, Duncan Baird Publishers Ltd., London ("Reflexzonentherapie")	Print Company, Austria	

## BOOKS TRANSLATED (contd.)

Title	Publisher/Customer	
➤ "Total Home Workout" by Chrissie Gallagher-Mundy, A&C Black Publishers Ltd., London ("Fitnesstraining für zu Hause")	Dorling Kindersley, Germany	
➤ "Fresh Face" by Diana Moran, hamlyn, London ("Jünger aussehen ganz natürlich")	Dorling Kindersley, Germany	
➤ "Buddhist Inspirations" by Tom Lowenstein, Duncan Baird Publishers Ltd., London	Print Company, Austria, for Patmos	
➤ "Angel Inspirations" by David Ross, Duncan Baird Publishers Ltd., London ("Engel Inspirationen")	Print Company, Austria, for Patmos	
➤ "Roses for the Smaller Garden" by Mark Mattock, Quadrille Publishing Limited, London ("Rosen für jeden Garten")	Print Company, Austria, for nicolai	
➤ Poetry/gift book "Fiesta of Happiness – Schmetterlinge im Bauch" by David Baird, MQ Publications Ltd.	Print Company, Austria, for Ars Edition	
➤ Poetry/gift book "Fiesta of Happiness – Jeden Tag ein bisschen Abenteuer" by David Baird, MQ Publications Ltd.	Print Company, Austria, for Ars Edition	
➤ Poetry/gift book "Fiesta of Happiness – Tapetenwechsel in Sonnenfarben" by David Baird, MQ Publications Ltd.	Print Company, Austria, for Ars Edition	
➤ Poetry/gift book "Fiesta of Happiness – Im Salsarhythmus durch den Tag" by David Baird, MQ Publications Ltd.	Print Company, Austria, for Ars Edition	
➤ "Gaudí" by Isabel Artigas, Evergreen Series	Locteam, Spain	

# BOOKS TRANSLATED (contd.)

Title	Publisher/Customer	
➤ “Beach Houses” by Macarena San Martin, Kolon Mini Series	Locteam, Spain	
➤ “Lofts” by Macarena San Martin, Kolon Mini Series	Locteam, Spain	
➤ The Agile Rabbit Visual Dictionary of Vegetables, The Pepin Press	Locteam, Spain	
➤ The Agile Rabbit Visual Dictionary of Fruit, The Pepin Press	Locteam, Spain	
➤ Introductions of miscellaneous titles of the Agile Rabbit Edition, The Pepin Press	Locteam, Spain	

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## END CUSTOMERS INCLUDE:

- ABB, ABN AMRO, Adidas, Akzonobel, Alcatel, American Express, Arcadis, AT&T, Austria Telekom, Austrian Chamber of Commerce, Baan, BASF, Blaupunkt, Bodyshop, British Airways, British Telecom, Bull, Casio, Cephalon, Cerner, Cisco Systems, Coca Cola, Cochlear, CompAir, Comparex, Computer Associates, Compuware, Conrad Hotels, Daichii, De Lage Landen, Deloitte, Deutsche Bank, Disney, Domino, Dove, Draeger, Edwards Lifesciences, Emirates Airlines, Epson, Ericsson, Esso, European Union – Dutch EU presidency, Exterity, Farnborough Aircraft, Ford, Gillette, Given Imaging, G-Technology, Habitat, Hertz, Hewlett-Packard, Hilton, Hitachi, Hitachi Data Systems, hotels.com, Hugo Boss, IBM, Intel, JAC Vapour, Kempinski Hotels, Kingston, Licona, Linux, Madame Tussauds, Manhattan Associates, Marriott, Mars, Mazda, Meggitt, Metro Goldwyn Mayer, Microsoft, Mondi Paper, Motorola, National Lottery, Nike, Nintendo, Nokia, Novell, Oregon Scientific, Pall Corporation, Philippe Starck, Philips, Puma, Randstad, Red Bull, RCI, RICOH, SAP, SAS, Seagate, Segue, Shark, Sharp, Shell, Siemens, Softalk, Sony, South East England Tourist Board, Spear Systems, Stellant, Subway, Sybase, Teleflex, Thames Water, Thorn, Tiscali, Unisys, United Airlines, Vink, VISA, Vodafone, Weight Watchers, Winshuttle

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## AUTHORING, PROOFREADING, EDITING & DTP

Projects	Customers	Languages
➤ Proofreading and desktop publishing	Austrian Chamber of Commerce	German
➤ Artists' profiles and resumes	Various Austrian artists	English, German
➤ 20 issues of a Customer Newsletter	Management Data	English, German
➤ 60 User Guides and Online Helps	Management Data	English, German
➤ 80 Marketing brochures	Management Data	English, German
➤ 60 Press releases and case studies	Management Data	English, German
➤ Web pages	Management Data	English, German
➤ Numerous projects in all kinds of specialised fields from brochures to entire books	Various agencies in all parts of the world	German

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## PUBLICATIONS

Title	Publisher/Editor	Language
➤ Article on the perspectives of technical writers in the IT field: "Von Schnörkeln, Grenzschnitten und Blickskodes. Herausforderungen für Technische Redakteure in der EDV-Branche" in: Berufsbilder für Übersetzer und Dolmetscher – Perspektiven nach dem Studium	Ingrid Kurz, Angela Moisl (Hg.), Universitätsverlag 2002	German
➤ GENUSSVOLL UM DIE WELT ISBN: 978-3-99011-000-3	STYRIA, Austria	German
➤ 111 Gründe, Wien zu lieben ISBN: 978-3862652419	Schwarzkopf & Schwarzkopf, Berlin	German

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## COMPUTER SKILLS

- **Writing/publishing:** PC - Windows, MS Office
- **Translating:** Trados Workbench & Studio

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## WHAT CUSTOMERS SAY ABOUT ME

- *"I also wanted to mention that the proofreader who worked on the sample was very impressed by your work. She said that she has reviewed many translations in her life and yours was among the best. While some of the text is more freely translated, the meaning is not lost and the translation reads like an authentic piece of writing versus a translated document."*
- *"Can you please pass on my congratulations to your very clever translator. I am so very impressed by her knowledge and handling of the work that we have literally thrown at you!"*
- *"I have some very nice comments from our client on the last batch of translations and would like to thank you again for all your hard work! First of all I want to say a BIG PRAISE and THANK YOU. The copy in that brochure is a VERY GOOD translation, very fluent, very enthusiastic. Whoever has translated this, should proceed with future German materials."*
- *"You're number 1! I really appreciate your professionalism."*
- *"I can say that Andrea rates among the very best professionals. She combines excellent linguistic and technical skills with a quick grasp of problems."*
- *"I was impressed by Andrea's professional attitude, her intelligent approach to the project as well as her obvious leadership qualities. And last but not least by her excellent linguistic skills, in particular her ability of turning sometimes awkward source text into readable German."*
- *"Andrea was very perceptive in picking up problems and actual mistakes in the source text, which was valuable for translations into other languages, as well as for the client in improving their own text database."*
- *"I have been very impressed both by the quality of your work and by your service. The extensive translator's notes provided with each file have been very helpful during the proofreading process. I will be recommending your service to my colleagues here, and I hope that we will have the opportunity to work together again soon."*
- *"In addition to providing a thoroughly convincing German translation from the original English copy, Andrea also oversaw the work of two other less-experienced translators and made many changes within a tight deadline to create an overall style for the guide. It was a pleasure working with Andrea, who was conscientious and professional throughout. I would have no hesitation in recommending Andrea. Inspiring."*
- *"This is the very best translation sent to me in 6 months. It's a translation with a sense for the German language."*
- *"Thank you for your excellent job and quick turnaround. I hope we can work together again very soon."*
- *"Excellent timing, the client will be very happy!"*
- *"Thanks for getting the translation to me so quickly. It's so nice working with you because you're nice and reliable . . . and your work is good so please keep it that way!"*
- *"This is fantastic! Thank you very much for the prompt delivery, Andrea."*
- *"The customer was really pleased with the other jobs you did for them, and really wants you to do the new assignments as well."*
- *"Many thanks, Andrea, for your VERY speedy completion of this translation. I am most impressed."*
- *"You did a fantastic job with the translation as well as the turnaround time, thank you."*
- *"Thank you for your attention. With your help we could remove several errors from the English source document."*
- *"I am extremely pleased to let you know that the client was very happy with the quality of the German documents... which means that we have won the account! So, I wanted to thank you very much... and I really look forward to working with you on this client."*
- *"I am very glad you have time. Here's the file. Please translate into your usual impeccable German."*