

Paula J. Trucks-Pape

Translation (German → English), Document Design, Technical and Corporate Communication

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Qualifications and Background

- Veteran language expert: experienced translator (German → English), writer, editor and document designer
- Career experience in the metal industry, manufacturing technology, mechanical engineering, public education and the financial sector

Education

1983 – 1991, University of Wisconsin, Madison, Wisconsin, USA
Degree: B.A. English and German

1986 – 1987, Albert-Ludwigs-Universität, Freiburg im Breisgau
Junior Year Abroad Program

1991 – 1992, University of Wisconsin, Stevens Point, Wisconsin, USA
Degree: Wisconsin State Teaching Certification,
English and Teaching English as a Foreign Language

1992 – 1994, Western Washington University,
Bellingham, Washington, USA
Degree: M.A. English with writing emphasis

2002 – 2004, University of Wisconsin, Milwaukee, Wisconsin, USA,
Technische Fachhochschule, Hannover, Germany
Degree: Graduate Certificate, International Technical Communication
(With coursework toward the Graduate Certificate in Translation)



Employment

NOTE:
References
and samples
available upon
request

- August 1992 – June 2002

Teacher, English and English as a Foreign Language

Western Washington University, Washington, USA , Rice Lake High School and Whitefish Bay High School, Wisconsin, USA

- August 2002 – August 2003

Writer, Editor, Designer; Graduate School of Engineering

University of Wisconsin, Milwaukee, Wisconsin, USA

Responsibilities: Developmental editing of academic and technical articles (also for writers using English as a foreign language); responsible for departmental Newsletter including design and content; event planning and publicity; Web site content and maintenance

- September 2003 – June 2007

Project Manager, Marketing and Publications

ECOROLL AG Werkzeugtechnik, Celle, Germany

Responsibilities: Text and design for technical and marketing publications (e.g. operating instructions, catalogues, newsletter, brochures), develop and implement PR/publicity strategies, including press releases and trade show preparation, Corporate Identity development, **Translation (German → English)**

- January 2005 - present

Freelance Translator and Editor (HÜA! Translation & More)

Subject areas: Mechanical engineering and related technical areas, including tool design and manufacturing, surface improvement technology and metalworking; natural sciences, marketing/PR, business and economics, education and training

- June 2007 - present

Editorial assistant (Copyeditor), Inter-Research Science Center, Oldendorf an der Luhe, Germany

Professional Memberships

- **ATA** (American Translators Association)
- **tekom** (German Association for Technical Communicators and Information Developers)

Computer equipment and software

- PC with Windows XP und Office 2003 (Word, Excel, PowerPoint, Access)
- Macintosh with OS X und MacOffice ((Word, Excel, PowerPoint, Publisher)
- Other software: SDL Trados 2007, Wordfast, Adobe Photoshop and Illustrator, Dreamweaver
- Other software abilities: Adobe InDesign and Acrobat, Quark, Pagemaker