

Translator

I am a trained shipping agent with a degree in European Business Management (FH Worms/Germany., 1996) and a specialization in marketing and controlling. In 2000, I left my home country Germany to relocate to South Africa, where I worked for 7 years as an office and branch manager in the landscaping industry. In 2008, my family and I moved from South Africa to Mauritius. Since then, I have worked as a freelance translator (German, English, French) and an administrative assistant for clients in the tourism industry, project management and construction.

INFORMATIONS	EXPERIENCES PROFESSIONNELLES	
<p>Niveau d'étude: Undergraduate</p>	<p>2011 - 2022 Freelance</p>	<p>Translations and administrative assistance</p>
<p>Niveau d'expérience: Over 10 years</p>		<p>Since September 2011, I have been working on a freelance basis as an admin assistant/translator for various clients</p>
COMPETENCES		
<p>content marketing</p>		
<p>translating</p>	<p>2006 - 2008 Allgolf Group Ltd., George / South Africa</p>	<p>Branch Manager</p>
<p>administrative assistant</p>		<ul style="list-style-type: none"> • Marketing and sales of all golf course related products, eg. Chemicals, fertilizers, golf course equipment, small machinery • Client support, organization of green keepers' associations meetings • Warehousing, stock control • All admin related tasks, such as invoicing, monthly reports
	<p>2001 - 2006 Top Turf Sun City</p>	<p>Office Manager</p>
		<ul style="list-style-type: none"> • Prepare yearly budgets for the business

unit HO requirements • Producing monthly costing spreadsheets for all entities • Processing of petty cash for all departments • HR: responsible for updating of staff file system and database, ordering of uniforms, coordinating of all HR related issued (employments, terminations, payroll information) • Ordering of all materials, office supplies, computer equipment etc. • Personal assistant to the Business Unit Manager (taking minutes, correspondence, coordinating of meetings and conferences)

1997 - 1997

Bush Viotechnik
GmbH, Bad
Zwischenahn/Ger
many

Product Manager and PA to the General Manager

- Establishing Business- and Marketing plans
- Preparation and organization of sales presentations, expositions, and mailings
- Planning and Budgeting of several research projects, interface between technicians and customers
- Development of strategic alliances and preparation of „Joint Ventures“ with French, Italian, American and Asian partners
- Development of the distribution channels,
- Public relations

1996 - 1997

Hüppe GmbH &
Co.

Purchasing officer

Purchasing manager - • International sourcing of parts and spares for production of high end shower cabins, purchase volume abt. 6 Mio. Euro

August 1984 - July 1987

Shipping agent

Gebrüder Specht GmbH & Co. KG, Bremen / Germany

Shipping agent

Certified before the Handelskammer Bremen (Chamber of
Commerce of the City of Bremen, Germany)