

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
Niveau d'étude: Undergraduate	
Niveau d'expérience: Over 10 years	
COMPETENCES	
content marketing	
translating	
administrative assistant	
	<div> <div>2011 - 2022</div> <div>Freelance</div> <div> <div>○</div> <div> Translations and administrative assistance </div> <div> <p>Since September 2011, I have been working on a freelance basis as an admin assistant/translator for various clients</p> </div> </div> </div>
	<div> <div>2006 - 2008</div> <div>Allgolf Group Ltd., George / South Africa</div> <div> <div>○</div> <div> Branch Manager </div> <div> <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 </div> </div> </div>
	<div> <div>2001 - 2006</div> <div>Top Turf Sun City</div> <div> <div>○</div> <div> Office Manager </div> <div> <ul style="list-style-type: none"> • Prepare yearly budgets for the business </div> </div> </div>

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)