

Curriculum vitae

Daniela Kirchhof

*5th June 1986 in 14806 Belzig, Germany

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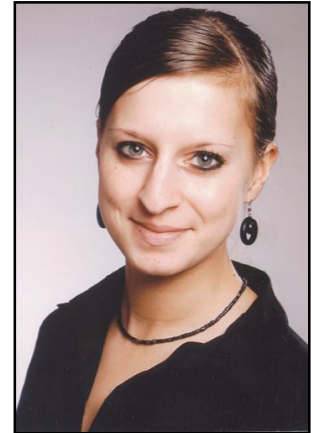
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School

1992 - 1998

Robert-Koch-Grundschule in 14823 Niemeck, Germany

1998 - 2005

Fläming-Gymnasium in 14806 Belzig, Germany, with certificate
Abitur

Studies

2005 - 2011

Translation at the University of Leipzig

Main subjects: Spanish

French

Additional subjects: Mechanical engineering

Civil engineering

09/2007 - 02/2008

Exchange semester in Barcelona

Relevant professional experiences

04/2009 - 06/2011

Translation of instruction manuals, homepages etc. for alco-food-
machines GmbH & Co. KG (freelance)

03/2010 - 07/2010

Work placement at San-Tech Gebäudemanagement GmbH
(translation of different technical documents like work instructions,

07/2010 - 10/2011

risk analysis, offers, correspondence as well as organisational tasks)
Translation of documents for San-Tech Gebäudemanagement GmbH
(freelance)

10/2011 - 11/2012

Customer service (international) via e-mail and telephone for
smow.de/labelfarm GmbH and translation of the blogs from
www.smow.com, www.minimum.de and blog.grassi-museum.de

Since 01/2012

Translation for different translation agencies and direct customers
(freelance)

Computer literacy

Windows

Mac OS

MS Office

SDL Trados Studio 2011 Freelance

Across 5

Language skills

German (mother tongue)

Spanish (fluent)

French (fluent)

English (very well)

Catalan (basic knowledge)

Private interests

Travelling

Reading

Sports

Languages

Leipzig, 22nd November 2012

