

JOST O. ZETZSCHE

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ATA certified English->German Translator Localization/Translation Consultant

SUMMARY OF SKILLS

- Native fluency in German; near-native fluency in English and Chinese; proven mastery of written German and English (for list of publications, see internationalwriters.com/aboutus/jostpub.htm); extensive translation experience in software, marketing, and technical fields.
- Intimate working knowledge of every phase of software and web localization, including translating, editing, development of glossaries, research and development of translation tools, DTP, and QA.
- Proven ability to assess and optimally implement translation tools, improve localization workflow, and write successful, customized, contract-winning proposals.
- 20 years of linguistic experience, both practical and theoretical, through translation, language teaching, and Masters and Doctoral theses on linguistics and translation history.

YEAR-TO-DATE MAJOR TRANSLATION PROJECTS

- Software: Medical Device Software, Help Desk Applications, SAP, CRM applications, Data Cleansing, Teleconferencing, 3D Graphics, Video Editing, Prepress, Messaging, Internet Telephony, Reporting, Database Maintenance, etc.
- Hardware/Engineering: Medical Devices, Web Servers, Alarm Systems, Handheld Devices, Wireless Applications, Video Equipment, Printers, Gas Turbine Systems, Power Plants
- Internet: Web Marketing, Web Consulting, Internet Telephony, Search Engines
- Miscellaneous: General Marketing, Press Releases, Sports

YEAR-TO-DATE MAJOR CONSULTING ASSIGNMENTS

Technical Training Seminars for Translators, Proposal Creation, File Conversion, Tool Implementation and Training, Translation Memory Management and Implementation, Website Consulting and Localization, Workflow Evaluation and Consulting, Website Content Creation for Translation/Localization Companies, Documentation Creation for Localization Tools

EMPLOYMENT

International Writers' Group, Reedsport, Oregon

Translator and Language Consultant, October 1999-

Contract language and consulting services to third-party companies

Elucidex, Bellingham, Washington

International Business Development Manager, December 1998-September 1999

Contacted new clients, wrote proposals and white papers, planned and managed new projects, directed in-house staff of up to sixty employees, supervised project managers

Manager of European Language Localization Departments, July 1998-December 1998

Supervised and instructed department heads, directed file management, led development and research of translation tools, developed and maintained project timelines, acted as client liaison

Head of German Localization Department, August 1997-June 1998

Directed team and participated in localization of manuals, help systems, software, and web sites

SOFTWARE EQUIPMENT

Windows 2000/XP/Vista Professional, MS Office 2003/2007 Professional Editions, MS Office X (Mac), MS Office Proofing Tools, OpenOffice, Déjà Vu 3 and X, Trados 7.5, Trados MultiTerm Extract, Transit Smart 2.7 and XV, SDLX 2006, Alchemy Catalyst 6, across, Heartsome, AlignFactory, Adobe FrameMaker 6, Mif2Go, Adobe Acrobat 7, QuarkXPress 4.1-7, PageMaker 6.5, InDesign 2.02 and CS2, Illustrator 10, Interleaf 6.4, EmEditor, UltraEdit, Photoshop LE, Paint Shop Pro 7, Visio 2002, Project 2000, Abbyy FineReader, Nuance PDF Converter, various internet browsers, numerous Windows and Mac conversion and editing utilities

HARDWARE EQUIPMENT

Windows PC: Dell Dimension, 1.5 GB RAM, Core 2, 1.73 GHz, high-speed cable connection

Macintosh: iMac G3/400, OS 9.2, X.2, 128MB, 13GB, high-speed cable connection

EDUCATION AND ACCREDITATIONS

ATA Accreditation, English-to-German Translator, 2000

Doctor of Philosophy in Chinese Studies, 1996

University of Hamburg, Germany

Graduated with magna cum laude honors; awarded prize for school's best dissertation of 1996

Dissertation Title: *History of the Union Version: The Culmination of Protestant Missionary Bible*

Translation in China (pub. [1999](#) in English, [2002](#) in Chinese)

Master of Arts in Chinese Studies and German Linguistics, 1993

University of Hamburg, Germany

Graduated with magna cum laude honors

Certificate of Teaching German as a Foreign Language, 1993

University of Hamburg, Germany

PUBLICATIONS

Bi-weekly computer newsletter for translators (www.internationalwriters.com/toolkit). Published since January 2004.

The Translator's Tool Box: A Computer Primer for Translators (see www.internationalwriters.com/toolbox). Published 2003.

For complete list of publications in German, English, and Chinese, see internationalwriters.com/aboutus/jostpub.htm.