

KRISTEN ZETZSCHE

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SUMMARY OF SKILLS

- Superior and award-winning skills in written English
- Proven excellence and experience in editing a variety of texts, including three book-length publications and numerous journal articles (see *Publications*)
- Outstanding degree of accuracy and attention to detail

EXPERIENCE

Writer and Editor, International Writers' Group, LLC, Winchester Bay, Oregon,
www.internationalwriters.com, 1999-Present

Clients include Microsoft, Oxford University Press, Walter de Gruyter Publishing House (Berlin/New York), Max Planck Institute for Private Law (Hamburg), Bridge Builders International (Philomath, Oregon), Language Partners International (Chicago), MasterWord (Houston), and Atril (Madrid, Spain)

Freelance Editor, Writer, and Translator, 1993-1999

Specialties included editing and translating German and English academic texts for publication and writing marketing text for websites and promotional materials

Instructor of English as a Foreign Language, East Hamburg Community College (Volkshochschule), Hamburg, Germany, 1992-1995

Taught beginning, intermediate, and advanced English courses to adults

Writer and Editor, Custom Business Systems, Inc., Reedsport, Oregon 1990-1991

Compiled and edited computer tutorial program for company's software system

Instructor of English as a Foreign Language, Henan University, Kaifeng, Henan, People's Republic of China 1988-1990

Taught advanced conversation, reading, and culture courses to English majors and faculty members; designed curriculum

Human Resources Development Coordinator, Division of Continuing Studies, Seattle Pacific University, Seattle, Washington 1987-1988

Administered program of continuing education seminars directed at Seattle's business community, including program marketing; edited Industrial Psychology textbook

EDUCATION

Bachelor of Arts in English, 1987, Seattle Pacific University, Seattle, Washington

Graduated with magna cum laude honors

Named 1987 Outstanding Student of the Humanities, awarded for distinguished writing

Elected 1987 Student of the Year by faculty and peers for academic and leadership skills

SOFTWARE EQUIPMENT

Windows 95/98/ME/2000, MS Office 97/2000 Professional Edition, MS Office 98 (Mac), Adobe FrameMaker 5.5 and 6, Adobe Acrobat 5, PageMaker 6.5, Interleaf 6.4, Multi-Edit 8.0, HomeSite 4.0, Visio 2000, MS Project 98, Adobe Photoshop LE, Jasc Paint Shop Pro 6, MS Developer Studio 4.2

HARDWARE EQUIPMENT

Macintosh Desktop: iMac G3/400, 128MB, 13GB, T1-LAN connection

PC Desktop: Micron Millennia Max 667 MHz, 256MB, Pentium III, T1-LAN connection

Notebook: PC, Compaq Presario 1700T, 128MB, 600 MHz, 56K modem

Printer: HP 4500 DN, Color, 600 dpi-engine, Duplex, PostScript

Storage: 250 MB Iomega Zip Drive, CD-RW

PUBLICATIONS (edited for style, consistency, and grammatical correctness)

Comparative Corporate Governance. Klaus J. Hopt, Hideki Kanda, Mark J. Roe, Eddy Wymeersch, and Stefan Prigge (eds.). 1998. Oxford: Clarendon Press. (1,282 pages)

The Bible in China: The History of the "Union Version". Jost O. Zetsche. 1999. Sankt Augustin: Monumenta Serica Monograph Series. (456 pages)

Japan: Economic Success and Legal System. Harald Baum (ed.). 1997. Berlin: Walter de Gruyter. (401 pages)

Numerous journal articles

REFERENCES

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