

# Jill R. Sommer

## German to English Translator, Internet Researcher Specializing in Medical and IT

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### SUMMARY OF QUALIFICATIONS

- Freelance translator and Internet researcher since 1995
- Former inhabitant of Germany (1995-2001) and Austria (1989-1990)
- Native language is U.S. English
- Trained terminologist (under Dr. Sue Ellen Wright at Kent State University, internship with Translingua Übersetzungsdienst GmbH)

### EDUCATION:

- Master of Arts in German Translation, Kent State University, 1995
- Bachelor of Arts in German and Russian, Bowling Green State University, 1992  
University of Salzburg, Austria, August 1989-June 1990

### PROFESSIONAL CREDENTIALS AND MEMBERSHIPS:

- Active Member of the American Translators Association, 2001-present (member of the German Language Division, Language Technology Division and Medical Division)
- President of the Northeast Ohio Translators Association (2002-present)

### TRANSLATION AND INTERPRETING WORK, 1995-PRESENT

**Medical:** Documentation for a phase III clinical drug trial for Biopure. Numerous texts on doping (including the German Track and Field Association's Anti-Doping Code) for the Deutscher Sportsbund. Review of German documents for a Cleveland-based law firm in a class action suit against Sulzer Medica AG, which resulted in a multi-million dollar award settlement. Medical article: "Patient management in emergency room services and the influence of multi-detector computed tomography (MDCT)." Official translator for Health Unit of the American Embassy in Bonn, Germany from 2/1997 until its move to Berlin in 1999. Have translated numerous medical reports, invoices, surgical reports, medical journal articles, and clinical drug trial documentation.

**Software documentation:** 21-page internal FTP server documentation (one day turnaround). Software handbook (60,000 words total, of which I translated 27,000 and edited 33,000 - one month turnaround). 100+ page IT, workflow, and logistics glossary. SQS-Test software handbook (60,000 words total, of which I translated 27,000 and edited 33,000 - one month turnaround). User documentation for transflow GmbH's logistics software. 100+ page IT, workflow, and logistics glossary for transflow GmbH. Numerous workflow press releases for InConcert, jordanize!, AIS Angewandte Informations-Systeme, the DMS Expo and AIIM International on behalf of the Lübeck-based public relations firm, Good News!

**Web site localization and web design:** Designed the American Protestant Church website in Bonn. Redesigned the NOTA web site. Designed the ATA School Outreach pages. Translated the *Kurverwaltung Bad Neuenahr* web site.

**Computer games:** Translated and localized the dialog and packaging for "Secret Files: Tunguska." Translated a horoscope and astrology-related computer game (+30,000 words and counting). Press releases for mobile phone games in the UK.

**Market research:** Regularly translate online market research survey responses about razors, motor oil, etc. Qualitative survey and market evaluation of 40 systems houses comparing printers such as HP, Lexmark, Kyocera, Canon, and Oki for Epson Deutschland

**Quality management:** Quality management handbook for a fasteners manufacturer (28 pages including appendices) and follow-up job of 50 individual QVA files (procedural directives), each between 2-4 pages (3 week turnaround).

**Miscellaneous:** Arts & crafts book (Quick Gifts) published for the British market in December 2004. Cookbook (Italian Cuisine) published for the British market in October 2004. Television show suggestions for Endemol Entertainment Productions GmbH. 20 Jahre "Blauer Engel": Das deutsche Umweltzeichen (20 Years of the "Blue Angel": The German Environmental Label (published as a brochure in Germany). Country reports on the political and economic transformations in Jamaica, Venezuela, Serbia-Montenegro, and the Czech Republic.

#### **COMPUTER SKILLS AND EQUIPMENT**

- Proficient in the use of MS Word and WordPerfect; MS PowerPoint; MS Excel; HTML and XML coding; Trados translation memory software; word counting tools; Internet research.
- Desktop and laptop computer with daily backups, high-speed Internet connection, eFax.
- Translation-relevant software: Trados Translator's Workbench 7.0 and MultiTerm iX, ABBYY FineReader 8.0, PractiCount, Time Stamp, Translation Office 3000, Transit XV, Adobe Acrobat, eFax Messenger Plus, and WinZip file compression software.
- Protected by eTrust EZ Armor Security Suite from Computer Associates (anti-virus, firewall, anti-spyware, privacy manager and pop-up blocker) as well as Microsoft AntiSpyware, AdAware and SpyBot Search and Destroy (all programs automatically updated daily)

#### **RECENT PROFESSIONAL DEVELOPMENT**

- Adjunct faculty member for Institute of Applied Linguistics, Kent State University. Past courses include German translation practice at the undergraduate and graduate level and Documents in Multilingual Contexts and Terminology and Computer Applications at the graduate level.
- Contract linguist, Federal Bureau of Investigation, Cleveland office. Authorized for top secret security clearance, 2003-2007.
- Write and maintain the blog "Musings from an overworked translator" (<http://translationmusings.com>), write articles several times per week on topics such as customer relations, translation tools, marketing, German culture, etc.
- Selected as a presenter for the annual conference of the American Translators Association, 2002-present. Session topics include How to Succeed as a Freelance Translator, Getting Started as a Freelance Translator, Selling Yourself Short: Counting Tools and Word Count Standards, Internet Privacy for the Small Office or Home Office Environment, Searching and Researching on the Internet, Web Design Made Simple for Language Professionals, and the Orientation Session for First Time Attendees.
- Written numerous articles for publication in the ATA Chronicle and ATA Conference Proceedings, including "What's in a Word?," "A Little Paranoia Goes a Long Way," "Web Design Made Simple for Language Professionals" and "Translating and Interpreting for the Federal Government."
- Planned and participated in professional development sessions for freelance translators on the use of Trados translation tools (Workbench, TagEditor, WinAlign), PDF tools, taxes and other financial issues, and a continuing education course about translation and interpreting for high school teachers.
- Organized and participated in the 1st annual ATA Medical Division Conference in Cleveland featuring physicians from the Cleveland Clinic, May 2007.

#### **EXTRA-PROFESSIONAL ACTIVITIES:**

- Water aerobics, skiing, bicycling, reading, cooking, dining out, travel
- Lived and worked in Bonn, Germany from 1995-2001
- Fluent in written and spoken German, native speaker of U.S. English, basic knowledge of Russian