

Jane Johnson
1020 Frederick Road
Baltimore, MD 21229
(410)555-1234

Career Objective: Technical Translator/ Technical Writer

EXPERTISE:

- **Languages: English, French, German** (completely fluent: speak, read, write, translate, interpret into, out of, or between any of these three languages, including technical, scientific, and business manuscripts and documents). Conversational proficiency in **Russian, Spanish, Chinese**. Translating experience with approximately 30 languages and dialects, with emphasis on the major and minor Romance and Germanic languages.
- **Technical Writing:** Experienced technical and academic writer, editor, proofreader.
- **Computer:** Programming experience and understanding of software development process.
- **Additional:** Nationally rated chess player (ranking: Expert). Symphony musician.

EDUCATION:

B.A., French and German (double major), University of Maryland, Baltimore County
Baltimore, MD, May 20xx, GPA: 3.8/4.0

EXPERIENCE HIGHLIGHTS:

Baltimore Energy Research Associates, Inc., Baltimore, Maryland Fall 20xx, 20xx-Present

Technical Translator

- Translate technical and business documents into English from French, German, Spanish, Italian, Portuguese, Danish, Norwegian, Swedish and Dutch.
- Translate technical materials on computer software, computer hardware, physics, nuclear engineering, and agriculture from French and German into English.

Database Programmer

- Perform programming and systems maintenance functions on both Windows NT and Unix-based systems.

Tipton Cole and Company, HuntValley, MD

Spring 20xx

Database Manager

- Developed, tested and documented relational database management system software for industrial hygiene applications for a major oil company.

Technical Writer

20xx

- Selected to develop documentation for numerous projects, including working directly with the company's best programmer and analysts.

Holt Reinhardt and Winston, Baltimore, MD

20xx

Academic Writer

- Wrote selected passages in French textbooks for this publisher. Developed French pronunciation and grammar exercises for textbook and supplementary materials.

EXPERIENCE HIGHLIGHTS:

(continued)

Linguistics Research Center, University of Maryland, College Park 20xx-20xx

Research Assistant

- Proofread material in over 30 foreign languages. Compiled bibliography for etymological dictionary of the Gothic language. Handled related database on unix-based system.

University of Baltimore, Baltimore, MD Fall 20xx

Translator

- Translated material on physics and astrophysics from German into English.

TEACHING EXPERIENCE:

University of Maryland, College Park, MD 20xx-20xx

Instructor, French Department

SKILLS:

Russia, University of Arkansas, Fayetteville

Mandarin Chinese, University of Texas, Austin

Korea, Keimyung University, Daegu, South Korea

German, University of Heidelberg, West Germany

ADDITIONAL:

Highly committed. Seeking long-term career position involving ongoing challenge and opportunity for growth. Open to contract and short-term special project assignments. Excellent references from all former employers.