

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

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**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.