Name: Geri Linda Metterle

Personal Data:

Education:

- 1976 High School Diploma
- 1982 Foreign Language / Economics Correspondent
- 1995 PC-Technician and Network Administrator
- 2001 Journalism

Classes attended:

Windows NT for Professionals, Windows NT Advanced Server, Novell 3.12 - installation, network setup, LAN basics, backups for workstations and servers, working in a LAN, user administration under Novell 3.12 and 4.11, Novell GroupWise 5.2, Access 2.0 and 95, Excel 95, MS Project 4.1, TCP/IP

Career:

1982 – 1997	Foreign Language Economics Correspondent Netzsch Mohnopumpen GmbH
1997 – 2000	IT Manager Great Lakes Manufacturing (Germany) GmbH
2000	Free-lancing in translations
2001	PR Manager AIST MediaLab AG (now AIST GmbH)
Since 2001	Free-lancing in translations, photography and journalism PR-Manager for Rescue Dogs Group
Since 2002	Writing for two local newspapers for the local and sports column and writing reviews on cultural events - on a free-lance basis

Hobbies:

Reading, music (especially musicals), plays, traveling, photography, writing, Ancient cultures and history, mysterious places and mysteries

Personal Skills:

Languages:	 native German very good English other spoken languages Romanian and French understanding Italian, some Spanish and Hungarian 		
Experience as:			
Foreign Language / Economics Correspondent			
Translations:	General and economic correspondence Technical documentation, contracts Advertising brochures for div. industrial branches		
Tasks accomplished (Sales assistant)	Generating and pursuing offers and orders Planning and organizing business trips, sales meetings Preparing presentations in PowerPoint and sales statistics in Excel Translating, editing and proofreading advertising brochures for different industrial branches		
Computer and IT related	Created a macro program in WordPerfect 5.1 to automate the correspondence (in 4 languages) consecutive interpreting at SAP trainings		

Free-lance Translator

translations done: technical documentations, instruction manuals, SAP training manuals, specifications regarding the implementation of digital video editing (broadcasting station), contracts, reports, automotive, advertising brochures, history, genealogy, marketing literature, business, Holocaust, GUI for Content Management System, book on computer sciences, *ongoing project* the translation of a science-fiction novel (these apply for the language combination English < > German)

PR-Manager

Tasks accomplished	Establishing new and maintaining existing contacts with the printed and online press, Radio/TV stations etc. (domestic and abroad)
	Organizing and attending trade shows and other events, like press tours (domestic and abroad)
	Writing press releases for the domestic and foreign press and texts for the company's web site
	Assisting preparations for the launch of new products
	Since July 2001 - PR activities for a non-profit organization of the Red Cross, the Rescue Dogs Group

EDP/IT

Different operating systems, hard and software, creating web pages with HTML and Flash

Experience as:

IT Manager		
Tasks accomplished	Hard and software installations (among other things a Novell 3.12 network with about 15 workstations), integrating workstations and other devices into LAN, system administration and support under Novell 3.12/ 4.11, GroupWise, NT Workstations and Server, support for Windows 95 and NT and other software, installing backup software on server, performing daily backups, monitoring systems and local network to prevent freeze-ups and system downtimes	
Y2K Manager Tasks accomplished	Responsible for the checks on hard and software, including card reading system of electronic access control and telephone system and their remediation, if applicable Contact person for Y2K audits with independent US consulting firms Preparing contingency plan for the company's electronic systems	
Data Migration Manager		

Tasks accomplishedTransferring all relevant data from old host computer system onto PCs
in the frame of SAP implementation (company-worldwide)

For extracts of my online references and clients' list, please visit my website.

<u>GLM-Online</u> - (www.geri-linda.de)