

CURRICULUM VITAE

Achim Reyher

PERSONAL DETAILS

Place and Date of Birth: Euskirchen (GERMANY), January 18th, 1968
Address: C/ Garcilaso de la Vega 70, 28979 Batres (Madrid) - SPAIN
Telephone: + 34 91.810.41.17 / + 34 609.17.09.18
Fax: + 34 91.810.41.17
E-mail: areyher@connectls.com / areyher@ya.com
Marital Status: married, one child

LANGUAGE SKILLS

GERMAN ↔ **SPANISH** ↔ **ENGLISH**

GERMAN: native language
SPANISH: native language
ENGLISH: comparable to native speaker – Cambridge Proficiency Grade A – B.A.
Hons. Degree in Linguistics from Sussex University, Brighton, England

NOTE: Due to my role as Team Leader of a group of international freelance translators I can offer also other language combinations, such as Dutch, Russian, Portuguese, Italian, Swedish, Finnish etc.

HIGHER EDUCATION

- **1987-1990** **German and English Language and Literature**, combined with **Educational Theory**, Friedrich-Wilhelms Universität, Bonn, Germany
- **1987-1990** Additional Study Program: **German as a Foreign Language**, Friedrich-Wilhelms Universität, Bonn, Germany
- **1990-1991** **Cambridge Proficiency Exam of English**, Canterbury, Kent, England - Grade A
- **1990-1991** Foreign Language Assistant for German at Highsted Grammar School for Girls, Sittingbourne, Kent, England
- **1992-1994** **Bachelor of Arts (Honours Degree) in Linguistics with German**, University of Sussex, Brighton, England
- **1997** Official recognition by the Spanish Ministry of Culture and Science:
Licenciatura en Filología Inglesa (Honours Degree in English Studies)

PROFESSIONAL EXPERIENCE

1996 till present: **Team Leader of a group of international freelance translators /interpreters (CONNECT Language Services)**

Main tasks:

- **Translations and interpretations from/into German/English/Spanish for a great number of national (Spanish) and international companies (Sitel Corporation, Concentronic, Argentaria, Robert Bosch, Electrolux, Unitec, Continental, Warner Bros., Opel, Uni2, ..)**

Furthermore:

- Contact and negotiations by telephone, e-mail and fax with national and international clients
- Preparation of cost and time estimates
- Coordination of translator teams and Project Management
- Revision/correction of translations
- Final formatting and quality check
- Database management: client database, invoices, etc.
- Personnel selection (new members of translators' group CONNECT)
- Design and maintenance of the group's website

1.996 – 1.998: Director of a Language School for Adults, Madrid, Spain

1.994 – 1.996: Head of Studies in a Language School for Adults (ISD, Instituto de Servicios para la Dirección), Madrid, Spain

IT KNOWLEDGE RELEVANT TO TRANSLATION SERVICES

Microsoft Office 2000 Premium (Excel, Word, Access, Powerpoint, Frontpage), partial knowledge of CAT-tools (Trados, DéjàVu, Wordfast, etc.); Adobe Acrobat Reader & Writer, Internet Explorer, Outlook Express, various suites for graphic design: Adobe PhotoShop, Corel Draw, Corel Photo Paint, Paint Shop Pro, etc.; ICQ, Instant Messaging-Programs...