

Resume

Tanja Funke

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PERSONAL PROFILE

- Born: December 28, 1971, Heidelberg, Germany
- MA in Educational Sciences and English Literature
- Professional and reliable translations

PROFESSIONAL EXPERIENCE

- 10/01 to date Fraunhofer Institute for Software and Systems Engineering (ISST), Berlin
Freelance Translation English-German, German-English
- Translations, proofreading, glossary
- 01/04 to date **Freelance Translation English-German, German-English**
- Various texts for the *Journalistenbüro KlaerWerk*
 - *Wissenschaftsverlag Springer*, press release
 - Institute for Serology and Genetics Geesthacht, office correspondence
 - *Papacheck.de*, office correspondence
- 10/01 – 12/02 **Freelance Web Design and Graphic Design**
- *Papacheck.de*, web design and development, flash animations, artwork
 - *Iron-Henning.de*, web design and development
 - *Oefilm.de*, web design and development
- 09/01 – 01/02 *Mediendesign Kai Royer*, Berlin
Freelance work
- templates for the Fraunhofer ISST web site (HTML/CSS/Java Script)
- 01/01 – 08/01 *Ecke: Design*, Berlin
Internship: Graphic Design and Multimedia
- developed and implemented a screensaver for the Potsdam tourist guiding system
 - layout of the Fraunhofer IAP annual report in Adobe InDesign 1.5
 - image editing in Adobe Photoshop 6, Adobe Illustrator 9, and Macromedia Freehand 9
 - system maintenance and network optimization: Windows 2000 and Linux
 - translation of office correspondence
- 10/99 – 03/00 *Generationsbrücke e.V.*
Kinderkrippe Bullerbü: Nursery Teacher
- childcare and management duties
- 01/98 – 08/99 Institute of Psychology, Heidelberg University
Graduate Assistant
- camera work and transcription in a patient study
- 01/96 – 02/96 *Heidelberger Werkstätten für Behinderte Lebenshilfe e.V.*, Heidelberg
Internship

REFERENCES

Ines Jansky (Public Relations Fraunhofer ISST) Phone: +49 (0) 30 2 43 06 2 00
 Heiko Jakubzik (American Studies, Heidelberg University) Phone: +49 (0) 6221 54 28 38

EDUCATION

12/00 – 08/01 *TÜV Akademie*, Berlin
Advanced Training: Consulting, Marketing, Online-Marketing, and E-Commerce

04/92 – 07/99 *Ruprecht-Karls-Universität*, Heidelberg
Graduate studies in English and Educational Sciences
 Degree: Magister Artium

09/91 – 03/92 Anthroposophic University, Mannheim
Artistic division:
 Actor Training

08/82 – 06/91 *Bunsen Gymnasium*, Heidelberg
Abitur (university entrance qualification)
 Latin proficiency certificate

LANGUAGE SKILLS

German native language
 English expert
 French intermediate

COMPUTER SKILLS

Operating systems Windows 98, Windows 2000, Windows XP, Linux

Word processing, layout Office 97, Office 2003, Adobe Framemaker, Adobe InDesign

CAT- Tools Trados, Wordfast

Image editing programs Adobe Photoshop 6, Adobe Illustrator 9, Macromedia Freehand 9, Macromedia Flash MX

Programming languages Flash Action Script, Java Script, CSS, HTML

INTERESTS

Kindergruppe Bunte Knospe, Berlin management board director
Bruchstücke Ensemble, Berlin actor
Freie Theatergruppe Die Anstifter actor (Heidelberg Theater Award 1999)
Taether Theater Heidelberg actor, extra, assistant director
 Heidelberg City Theater actor, extra

Berlin, March 13 , 2005