

HELENA RUDELICH

Legal and business translations

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Translation languages

- English > German
- French > German
- Croatian > German

Services

- Translation
- Proofreading
- Editing

Skills

- MS Office
- Trados, memoQ, Matecat,
- SAP, Sage 50
- Efficient and fast translations
- Delivery on time

Major projects

Indeed.com

Translation for their website from English to German - 6,000 words

iHerb

Regular health-related translations from English to German for their blog and onlineshop

TenneT

Translation of their consolidated financial statements from English to German - 49,019 words

SKF

Translation of their consolidated financial statements from English to German - 38,350 words

Summary

I have been working full-time as a freelance translator from a home office since 2016 and work for agencies on a regular basis. I am a native German speaker and only translate into my mother tongue.

Primary areas of work

Legal

- Contracts
- Birth, marriage, divorce and death certificates
- Court settlements
- Privacy policies
- Due Diligences
- Terms and conditions

Business

- Profit/loss statements
- Balance sheets
- Annual accounts
- Consolidated financial statements
- Marketing & Sales
- Travel & Tourism
- e-Commerce

Health and Technology

- Health studies
- Manuals

Professional Experience

2016 - present	Translated Srl Freelance translator Translation of legal documents, annual accounts, profit/loss statements
2017 - present	One Hour Translation Freelance translator (Platinum status)
2017 - present	Tomedes Freelance translator
2018 - present	Alpha Translations Canada Freelance translator Translation of patents, contracts, terms and conditions, privacy policies

Internships

2014	Accounting internship with ProAccountsUK , London/UK <ul style="list-style-type: none">• Quarterly VAT (Value-added tax) computation in Excel for sole traders, partnerships, limited liabilities partnerships and limited companies• Bank and cash control accounts computations• Annual balances
2013	Legal internship with Jay & Shaw , Beijing/China <ul style="list-style-type: none">• Research on labour law, business law, trademark law and tax law• Assistance with registrations of 'Wholly Foreign Owned Enterprises' and 'Sino- Foreign Cooperative Joint Ventures'• Editing and proofreading of legal documents

Education

2017 - present	Law University of London International Programme, London/UK
2013	Law University of Vienna, Vienna/Austria Specialization in contract, corporate, bank and insurance law
2013	Business administration, economics Vienna University of Economics and Business Specialization in international business and finance