

Monika Richrath

English > German, French > German translator

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PROFILE

Health-related translations and other

Working experience as a foreign language secretary for more than 20 years with translation of approval documents for European Medicines Agency, submission of multicenter European clinical trials, writing, translation and proofreading of scientific texts, commercial correspondence

LANGUAGES

Source language: English - Rate: 0.10 EUR/word Native language: German
French - Rate: 0.10 EUR/word

OTHER SERVICES

Proofreading

EDUCATION

August 1982 to July 1984 Commercial correspondent Inlingua language School, Bonn

TRANSLATION EXPERIENCE

Freelance Jobs Years of experience as a freelance translator: 7

(Human Resources, internal company guidelines, training documentation) Echo International
(Localisation of websites) Teebooks, sortir à Paris, Trustpoint Translations, Morningside

FORMER IN-HOUSE ROLES

INFAI - Executive assistant

January 2004 to April 2009 Office management/administration, commercial correspondence (german, english, french) translations EN-GER, FR-GER, GER-EN, GER-FR internet research, approval documents for European Medicines Agency, submission of multicenter European clinical trials, writing, translation and proofreading of scientific texts

CAT GmbH – Foreign language secretary

January 2000 to December 2002 Office management/administration, correspondence in German, English and French language, transcription, translations (EN-GER, FR-GER, GER-EN, GER-FR), booking of business trips and meetings, travel expenses, minutes of meetings

Global One – Human Resources Administrative Assistant

December 1997 to December 1998 Writing of references, contact partner for staff (mostly from foreign countries), evaluation of time recording sheets, writing of contracts of employment, administration of staff records, work for the projects "ATLAS/Global One, implementation of company pension scheme, expat-statistics for the headquarter in Brussels

Mönch Verlag – Foreign language secretary

July 1986 to June 1988 Office management/administration, correspondence in German, English and French language, transcription, translations (EN-DE, FR-DE, DE-EN, EN-FR). From 1987 until June 1988 at the French branch of Mönch in Paris

IT AND CAT TOOLS

SDL Trados Other Software MS Office

HOBBIES AND INTERESTS

Reading, writing and blogging

REFERENCES

Trustpoint Translations (Since 2012)

Morningside (Since 2018)