

Profile



SUMMARY

Dynamic career in software quality assurance and documentation in goal oriented environment. Excellent teamplayer. Experienced technical writer.

Knowledge in localisation and internationalisation of software.

PERSONAL DETAILS

Date of birth: February 19th 1964

Nationality: German

SKILLS

Languages: English (fluent); German (native speaker)

- Strong verbal and written communication skills, formal and informal communication with team, written documentation
- Innovative, high integrity and professionalism.

Motivated with willingness to learn and adapt to new situations.

EXPERIENCES

Technical Writing / Programming

- $\text{\LaTeX}$, $\text{\TeX}$, XML, DocBook, Markdown, HTML, HTML-Help-Workshop/Help-Workshop, Resource-Editor, Javascript, Java-Help, SQL, Perl, Bash-Skripte, DOORS (DXL und RPE), Git, GitLab
- various Content Management Systems (JAMA Connect, DOORS, Smart Media Creator, Noxum, Confluence)
- Office (Word, Excel, Powerpoint, Visio)

Localisation & Internationalisation

- Trados

Computers

- Hardware: Configuration and confection of computers, setup of networks
- Software: Development of web sites, setup of web servers
- Operating systems: Windows, Linux (various distributions)

PROFESSIONAL EXPERIENCE

AS FREELANCER

Begin End	Client Location	Project Language(s) Programs Operating System
MM-YY		
06-23 11-23	Omega Software Europe GmbH Düsseldorf	AdSpaceIO Online Help German XML Editor, Graphical Software, Browser, Git Windows, Linux
07-22 07-22	bfz gGmbH Regensburg	“Project documentation with L ^A T _E X” as instructor German T _E XLive, T _E XStudio, Adobe Connect, Git Linux
01-22 05-22	secunet Security Networks AG Essen	Editor Concept Handbook German R Studio, BitBucket, Bookdown, Markdown, Git Windows
01-21 12-25	DFS Aviation Services GmbH Langen	System User Manuals, Tests, Test execution (FAT & SAT) / various Clients English DOORS, Office, Virtual Maschine, L ^A T _E X, Jama Connect, Git, GitLab Windows, Linux
04-19 04-19	LUCOM GmbH Fürth	Manuals for new Version German, English L ^A T _E X, Graphical Software, Browser, Git Windows
08-18 08-18	Mindshare GmbH Frankfurt am Main	Test Execution Status German Office Windows
07-18 10-20	Bundeskriminalamt Wiesbaden	Editor Database Manual German Office, HTML Windows
03-18 04-18	Mindshare GmbH Frankfurt am Main	Test Conception Status German Office Windows
10-17 05-18	Finanz Informatik GmbH & Co. KG Münster (Westfalen)	Manuals, Specifications, Editorial Work German Noxum, Office, Browser, Graphical Software Windows
07-17 07-17	Advantech B+B Smartworx Ltd. Ireland	Translation of Brochure and Flyers German Office, Browser Windows
05-17 07-17	MB Connect Line GmbH Dinkelsbühl	Installation Manual Virtual Server German, English Browser, Graphical Software, Smart Media Creator Windows, Linux

Begin End	Client Location	Project Language(s) Programs Operating System
MM-YY		
05-17 04-17	MB Connect Line GmbH Dinkelsbühl	Corrections Online Help German, English Browser, Graphical Software, Smart Media Creator Windows, Linux
05-17 04-17	Advantech B+B Smartworx Ltd. Ireland	Translation of PR Text and Flyer German Office, Browser Windows
12-16 12-16	LUCOM GmbH Zirndorf	Rework and Adjustment of a Manual German, English L ^A T _E X, Graphical Software, Browser, Git Windows
12-16 12-16	Advantech B+B Smartworx Ltd. Ireland	Translation of Manuals German L ^A T _E X, Graphical Software, Browser, Git Windows
09-16 12-16	MB Connect Line GmbH Dinkelsbühl	Online Help for Application German, English Browser, Graphical Software, Smart Media Creator Windows, Linux
07-16 08-16	home2net GmbH Wörth an der Donau	Manual for Device (Smart Cloud Solution) English L ^A T _E X, Graphical Software, Browser, Git Windows
09-15 04-16	Boehringer Ingelheim Pharma GmbH & Co. KG Ingelheim	Analyses, Restructuring and Re-Work of Standard Operation Procedures English Office Windows
03-15 03-15	iBrams GmbH & Co. KG Frankfurt am Main	User Manual for a new Interface (Online Shop System) German HTML, Graphical Software, Browser, Git Windows
10-14 11-14	LUCOM GmbH Zirndorf	Manual for Remote Cluster Appliance German, English L ^A T _E X, Graphical Software, Browser, Git Windows, Linux
10-14 11-14	LUCOM GmbH Zirndorf	Hardware Manual (Alarm modem) German, English L ^A T _E X, Graphical Software, Browser, Git Windows, Linux
05-14 06-14	Deutsche Vermögensberatung AG Frankfurt am Main	Documentation of Access Control System/Editorial Work on internal Wiki German Browser, Confluence Windows
05-14 05-14	Conel s.r.o. Ústí nad Orlicí III.	Customisation of Manual for Remote Cluster Appliance English

Begin End	Client Location	Project Language(s) Programs Operating System
MM-YY		
		L ^A T _E X, Graphical Software, Browser, Git Windows, Linux
12-13 12-13	Conel s.r.o. Ústí nad Orlicí III.	Translation of Router Manual (new sections) German L ^A T _E X, Graphical Software, Browser Windows, Linux
11-13 08-14	Deutsche Flugsicherung GmbH Langen	System User Manuals, Tests, Test execution English Office, DOORS, Rational Publishing Engine, Git Windows, Linux
10-13 10-13	Wieland Electric GmbH Bamberg	Customisation of Manual for Remote Cluster Appliance German, English L ^A T _E X, Graphical Software, Browser, Git Windows, Linux
03-13 08-13	LUCOM GmbH Zirndorf	Manual for a Remote Cluster Appliance / Trainer for LaTeX German, English L ^A T _E X, Graphical Software, Browser, Git Windows, Linux
05-12 08-13	Deutsche Flugsicherung GmbH Langen	System User Manuals, Tests, Test execution English Office, DOORS, Rational Publishing Engine, Git Windows, Linux
12-08 03-09	Steganos GmbH Frankfurt am Main	→ see Description of Project: Steganos German Help Compiler, Graphical Software, Device Emulator Windows
02-08 03-08	hlp Informationsmanagement GmbH Eschborn	Online Help Idea Management Application German Browser Windows
10-07 12-08	GPSoverIP GmbH Schweinfurt	Manual Navigation/Online Tracking Device German, English L ^A T _E X, Graphical Software, Browser, Git Windows
06-07 03-12	IBM Deutschland GmbH Frankfurt am Main	→ see Description of Project: IBM German, English XML-Editor, Browser, Graphical Software, Office Windows, Linux, AIX
05-07 05-07	efiport AG Frankfurt am Main	E-Learning Fit for MiFID German HTML, Graphical Software, Browser Windows
04-07 07-07	Babypause/Baby Break Frankfurt am Main	Parental Leave

Begin End	Client Location	Project Language(s) Programs Operating System
MM-YY		
09-06	1&1 Internet AG	Evaluation of a new Wiki Version and Plugins for Information Retrieval
12-06	Karlsruhe	German Browser, Office, Twiki Windows, Linux
03-05 09-09	D-Link Deutschland GmbH Eschborn	→ see Description of Project: D-LINK German, English L ^A T _E X, Graphical Software, Browser, C++-Compiler Windows, Linux
11-04 11-05	Atos-Origin GmbH Köln	→ see Description of Project: ATOS-Origin German Office, Graphical Software, Browser Windows, Linux
08-04 08-04	DAP Systems GmbH Frankfurt am Main	→ see Description of Project: DAP-Systems 2 English HTML-Help-Workshop, Graphical Software, Browser Windows
07-04 08-05	DAP Systems GmbH Frankfurt am Main	Re-work of an existing Online Help into HTML standard as preparation for the next release German HTML-Help-Workshop, Graphical Software, Browser Windows
11-03 08-05	DAP Systems GmbH Frankfurt am Main	→ see Description of Project: DAP-Systems 1 German HTML-Help-Workshop, Graphical Software, Browser Windows
seit/since 11-03	M.Kraft - Software-Dokumentation Frankfurt am Main	Freelancer for Documentation of Hard- and Software

Description of Project: Steganos

- Online Help and Support for Quality Assurance (Encryption/Security Application for Mobile Devices)

Description of Project: IBM

- Next Generation Network (platform for online communication)
 - Server
 - Applications
 - Online Help
 - Translation of Presentations

Projektbeschreibung: D-LINK

- Translation and localisation of hardware documentation ($E \rightarrow G/G \rightarrow E$)
- Translation and localisation of graphical user interfaces (GUI)
- Translation, localisation, (re-)design of data sheets
- For newly developed devices: manuals, graphical user interface, installation wizard (E and G)
- Conceptual design, development and implementation of an internal product database

Description of Project: ATOS-Origin

- Documentation of Installation and Deployment of the Portal and its Software:
 - Server
 - Web Server
 - Database Server
 - Database Software
 - Application Server
 - 2 Content Management System
- Editorial tasks
- Test of manuals for installation and deployment
- Investigations

Description of Project: DAP-Systems 1

- Transform existing online help into html standard
- Edit texts and work on screenshots
- Create a new design for online help
- Work in changes made since the last edition of help

Description of Project: DAP-Systems 2

- First-step-guidelines for a customer in Sweden

Duration of Freelancer Projects

In this table projects are summed up per client. Please note: The business connections partially lasted for several years and/or projects were processed in parallel.

Duration (month)	Project	Location
1	Übersetzung von Broschüre und Flyern	Irland/Frankfurt am Main
1	Übersetzung von PR-Text und Flyer	Irland/Frankfurt am Main
1	Übersetzung von 5 Handbüchern	Irland/Frankfurt am Main
1	Kundenspezifische Anpassung des Handbuchs zur RCA	Irland/Frankfurt am Main
1	(Teil-)Übersetzung eines Hardware-Handbuchs aus dem Englischen	Irland/Frankfurt am Main
1	E-Learning Fit for MiFID	Frankfurt am Main
1	Benutzerhandbuch zu einer neuen Schnittstelle	Frankfurt am Main
1	Überarbeitung und Anpassung eines Handbuchs	Zirndorf/Frankfurt am Main
1	Autorenkorrekturen an Online-Hilfe für Anwendung	Dinkelsbühl/Frankfurt am Main
1	Kundenspezifische Anpassung des Handbuchs zur RCA	Bamberg/Frankfurt am Main
1	Projektdokumentation mit L ^A T _E X als Dozent	Regensburg
2	Online-Hilfe für Anwendung	Eschborn
2	Handbuch für Gerät	Wörth a.d. Donau/Frankfurt am Main
2	Handbuch zur Remote Cluster Appliance	Zirndorf/Frankfurt am Main
2	Handbuch für Hardware (Alarmmodem)	Zirndorf/Frankfurt am Main
2	Installationsanleitung Virtueller Server	Dinkelsbühl/Frankfurt am Main
2	Testkonzeption Status	Frankfurt am Main
3	Dokumentation eines Zugriffssystems / Arbeiten am internen WIKI	Frankfurt am Main
4	Evaluierung einer neuen Wiki-Version und von Plugins	Karlsruhe
4	Online-Hilfe für Anwendung	Zirndorf/Frankfurt am Main
4	Online-Hilfe für Anwendung	Dinkelsbühl/Frankfurt am Main
4	Datenverschlüsselung/Sicherheit auf mobilen Geräten	Frankfurt am Main
5	Konzepthandbuch secunet monitor	Essen
6	Handbuch für Remote Cluster Appliance/L ^A T _E X-Schulung	Zirndorf/Frankfurt am Main
6	Online-Hilfe für Anwendung	Düsseldorf/Frankfurt am Main
8	Restrukturierung und Überarbeitung von Standard Operation Procedure	Ingelheim
8	Handbücher, Fachkonzept, redaktionelle Arbeiten	Münster
20	Flugsicherungssystem für Kanada	Langen
12	Webportal für die Deutsche Post	Köln
15	Handbuch für Gerät	Schweinfurt/Frankfurt am Main
21	Datenbank-Handbuch	Wiesbaden
24	diverse Projekte Software-Entwicklung	Frankfurt am Main
54	diverse Projekte Hardware-Hersteller	Eschborn
58	NGN-Plattform für Telefonie	Frankfurt am Main
60	Flugsicherungssystem für Kachastan und weitere Endkunden	Langen

PROFESSIONAL EXPERIENCE

AS EMPLOYEE

February 2002 -- March 2003

Frankfurt/Main

Industry: Software development

Product(s): Device drivers and application software

Position: System and software tester

Task(s):

- Test system and software for cash machines and devices
- Quality assurance for software and printing matter
- Improve and develop concepts for test environments
- Establish and prepare test environments
- (Re)write test documentation
- (Re)write software documentation and online help
- Work on client site for more testing

Language(s): German

Operating system(s): Windows; OS/2

Programs used: HTML Help Workshop, HTML editor, graphical software, browser

December 2000 -- January 2002

Schwalbach

Industry: Software development

Product(s): Content Management Systems (CMS)

Position: Technical writer and quality manager

Task(s):

- Write documentation (handbooks and online help) for software
- Create new concepts for software documentation
- Quality assurance for software and all printing matter
- Internationalisation of software
- Organise and supervise printing of handbooks

Language(s): German, English

Operating system(s): Windows

Programs used: HTML Help Workshop, HTML editor, graphical software, browser, L^AT_EX editor, ColdFusion, Java

October 1998 -- November 2000

Eschborn

Industry: Software development

Product(s): Log file analyser for Web-, Shop- and Streaming-Servers

Position: Quality assurance/management and documentation of software

Task(s):

- Quality assurance/management
- Documentation of software (GUI, Online help, manuals)

Additional tasks:

- Project manager for localisation and internationalisation of software
- Successfully launched a new department for localisation and internationalisation
Became head of the new department (5 persons)
- Co-ordinate translation work with in-house and external translators.

Language(s): German, English

Operating system(s): Windows

Programs used: L^AT_EX-Editor, HTML Help Workshop, HTML editor, graphical software, browser, Resource editor, Visual SourceSafe, Trados, Help Workshop

May 1997 -- June 1998

Berlin

Industry: Civil service

Position: Librarian in Information Services

Task(s):

- General information desk.
 - Information desk for literature, travel and general interest.
 - Information desk for law, economy and technical information.
 - Information investigation for customers in databases, the internet, etc.
 - Administrator for the internal CD-ROM information network for the whole library.
 - Acquisition of books and other media for general information.
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