

# 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

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

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

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

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