

Ziggie Keil

Iris Translations
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Languages

German, Dutch and Afrikaans into English

Specialisation

Finance and accounting, auditing, real estate, corporate and commercial, legal, ICT, oil and gas, sales and marketing

Summary of qualifications

Aug 2003	Certificate in Accounting (Open University)
Nov 1991	Diploma in Translation (German into English, Institute of Linguists, London)
Nov 1989	Diploma in Translation (Afrikaans into English, Institute of Linguists, London)
Dec 1987	MA in English/Latin (University of Port Elizabeth)
Dec 1984	BA (Hons) in English (University of Port Elizabeth)
Dec 1983	BA in English, Afrikaans/Dutch, Latin (University of Port Elizabeth)

Professional memberships and other functions

Member of the Institute of Linguists

Member of the South African Translators' Institute

Professional experience

Apr 2003 to date

Freelance translator

Iris Translations

In partnership with Georgina Simpson

Oct 1994 to Mar 2003

Siemens Shared Services

Chertsey, UK

Manager

Main tasks:

- * Management of department as a profit centre (including financial management)
- * Translating or project-managing work from German and sometimes Dutch (financial, commercial, sales & marketing), terminology
- * 1-year training (Siemens/Duke University in the US) in business administration

Feb 1991 to Sep 1994

Siemens Nixdorf Informationssysteme

Munich, Germany

Translator/section manager

Main tasks:

- * Overseeing of complete translation process (liaising with client, coordinating, proof-reading and correcting) of documents in the field of telecommunications
- * Main language directions: German, Dutch into English
- * Line management of a group of technical translators

Apr 1988 to Jul 1990

South African Broadcasting Corporation

Johannesburg, South Africa

Translator/senior language practitioner

Main tasks:

- * Translation of texts from Afrikaans into English in the fields of broadcasting, general administration, finance, TV and radio programs
- * Editing of texts, including TV and radio scripts and news bulletins
- * Linguistic monitoring of programmes, advertising, pronunciation (including proactive pronunciation research in conjunction with the BBC)
- * Freelance newsreader on Radio RSA

Oct 1987 to Mar 1988

Cape Town City Council

Cape Town, South Africa

Staff Translator

Main tasks:

- * Translation and proof-reading of a wide variety of texts (e.g. technical, legal, financial, commercial) from Afrikaans into English and vice versa)