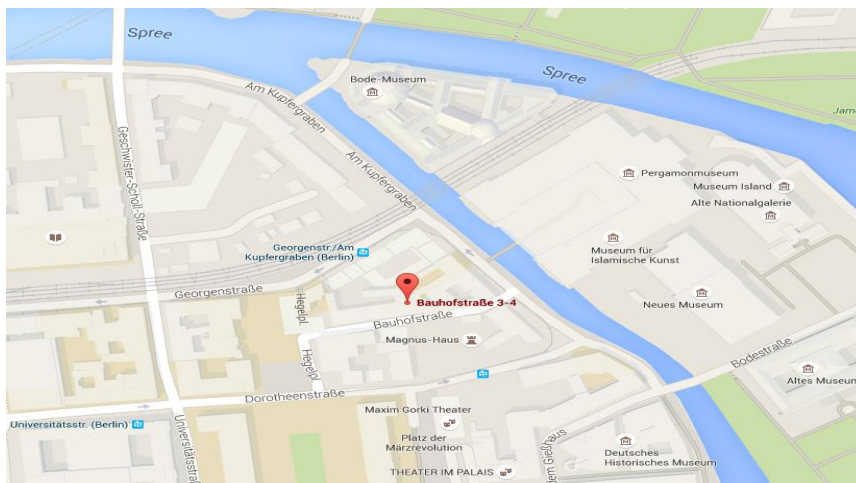


# Ritz Mollema



Since 1992 I have mainly lived in Berlin. As a freelance translator German and English into Dutch, aside from a multitude of secondary activities (marketing, PR, market research) I have now gained more than seventeen years of experience in translating technical documentation and localizing software, games etc. In 2006 I started working for **Strato AG**, a large web hosting company in Berlin and from there on I've been in a series of customer support jobs. More recently, I served contracts at **AT&T**, Amsterdam; **Bosch** Communication Center GmbH (BCC), Berlin; **Vistaprint** Germany, Berlin; **Teufel Audio**, Berlin, **AVM GmbH (Fritz!Box** router devices) and **Lufthansa**, Berlin. As a rule I translated support documentation, developed websites as well as served first and second level IT hotlines.



**Ritz Mollema** – freelance translator (E/G-NL)

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Mobile Germany: +49 15773135032; Office / fax: +49 30 204 33 72;

Mail to: [only1ritz@gmail.com](mailto:only1ritz@gmail.com); skype:gotlib1653

## Specialisations:

Engineering | machinery | technical | manuals

Advertising | public Relations | general marketing texts

Communications | telecommunications | localizations (SAP)

DVDs | media

Medical

Film & TV | cinema (subtitling)

Hotels | tourism | restaurants

Sports | fitness | leisure

Legal

Websites

# Ritz Mollema

## Personal Data

Date of birth September 3<sup>rd</sup> 1963  
Place of birth Leeuwarden, Netherlands  
Telephone +49 1577 3135032  
E-Mail only1ritz@gmail.com  
Nationality Dutch  
Web [www.ritzmollema.net](http://www.ritzmollema.net)

Bauhofstrasse 3  
10117 Berlin

## Work Experience

Current work (2015)

### Customer support, translations

- [Get a Life !](#) publishing company
- [Red Bull Magazine](#) – translation
- [AVM GmbH Berlin](#) – knowledge manager
- [Teufel Audio, Berlin](#) – customer support
- [Vistaprint Germany, Berlin](#) – graphic design
- [Lufthansa Callcenter \(GTS\), Berlin](#)
- [Bosch Communications Center, Berlin](#)
- Web projects: [susuh.de](#), Berlin travel portal
- Literary translation of a Dutch author, Gerrit Komrij, into German ([www.der-verrat-meiner-generation.de](http://www.der-verrat-meiner-generation.de))
- Subtitling *Babelfisch*, Berlin E/G > NL
- [Strato Medien AG, Berlin](#), translation

08/2007 – 12/2008

08/2007 – 12/2007

### SAP Software localisation (project)

[[Lekkerland Info Systems GmbH, Köln](#)]

01/2007 - 08/2007

### Translator / customer support

[[AT&T Amsterdam / Sykes](#)]

03/2006 – 01/2007

### Customer support

[[Strato Medien AG, Berlin](#)]

07/2005 – 01/2006

### Lecturer in Dutch

[[Logo-Sprachenschule, Berlin](#)]

05/2005 – 02/2006

### Restaurant chef

[[Restaurant vessels „Van Loon“, „Barkasse Josephine“ and „Philippa“, Berlin](#)]

07/2003 – 04/2005

### Manager 3\*\*\* hotel (85 beds)

[[Hotel Fachwerkhof – Bilm, near Hannover](#)]

- Head of personnel (kitchen included)
- Marketing & purchasing head
- Quality control & optimisation

04/2001 – 07/2003

### Lecturer in English

[[Piter-Jelles-College, Leeuwarden NL](#)],  
An Open University includable framework  
evaluation project

Seit 02/2000

### **Digitalization - Project manager**

[Berlin, Amsterdam/NL] A project dealing with the digitalization of a collection of historical negatives (b/w) from architect *Walter Borchard*, taken during and shortly after WW2 in Berlin

### **Independent occupations**

03/2000 – 02/2001

### **Freelance journalist & translations**

[Amsterdam, Netherlands]  
Production (chronicle assembly) of a documentary broadcast for KRO-Radio, Hilversum/NL  
Construction of an acquire datasystem for a Dutch PR/communications agent Scargo&Young, Haarlem NL (worldtotouch.com)

1998 – 2000

### **Technical translations (E-G-NL)**

[4-Text, Berlin / Euroscript, Berlin]  
Translation of technical documentation, software localization and operation instructions for diverse clients, handling translation tools such as Trados Workbench/Multiterm, WinAlign, Felix, Transit, and other

1998 – 1999

### **Project manager**

[TBWA Querverbindungen GmbH, Berlin]  
In conjunction with a publicity campaign for Deutsche Bahn AG Brandenburg  
Publicity work

1997 – 1998

### **Market-researcher, Project executive**

[Markt & Daten GmbH, Modalis, Berlin]  

- Qualitative market research, market analysis
- Telephone interviewing in Dutch, English and German language

1994 – 1997

### **Restaurant and private contract chef**

(Diverse Hotels, Restaurants and Functions)  
[Hotel Intercontinental Berlin, Hotel Adlon Berlin, Kunsthal Rotterdam (NL), La butte au bois / 1 Michelin \*, Lanaken (B), Penal institution Sittard (NL)] and others  

- Catering operations (banquet), à la carte
- *Entremétier, gardemanger, saucier*

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10117 Berlin

1994 – 1996

**Freelance publicist**

[Berlin, Rotterdam NL]

- Author and re-writer for a travel guide about the history and origin of Berlin  
[www.aroundtheworldinberlin.net](http://www.aroundtheworldinberlin.net)

Education/Training

1991 – 1993

**Psychology, propaedeutics**

[Open University Rotterdam]

1983 – 1985

[Academy of Journalism, Utrecht] (NL)

1987 – 1989

Marketing Business degree (**NIMA-A/B**)

Diploma 1982

**Havo (college)**

[Piter Jelles College, Leeuwarden]

Subjects: Dutch, English,

German, Geographics, History,

French literature, Economics

2000 – 2015

Various courses and certificates  
(SDL, html5 and css3, language)

**Languages**

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Dutch/Frisian

Mother tongue (bilingual)

German

Fluent oral and written skills

English

Fluent oral and written skills

French

School proficiency

Italian

Basic proficiency

Bauhofstrasse 3  
10117 Berlin

## Other working/software skills

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Windows Vista | 7 | 8.1 | 10 technical preview | Mac OS X

MS Office Professional 2013

Internet Explorer 11 | Firefox | Opera | Safari | Chrome | Maxthon

Quark Xpress | Adobe Photoshop

Pagemaker | Adobe Indesign

Wavelab | Adobe Premiere | Final cut pro

Firm-specific localization CRM software (SAP AG | AVM GmbH)

**SDL Trados Studio 2011** (CAT tool) | Star Transit | Felix | Across

Asynchronous Javascript & XML (AJAX) | jQuery | PHP | frameworks

CMS: Joomla | Drupal | Typo3 | Wordpress | Magnolia | Magento

## „The days are just packed!“

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### Personal depiction:

- ✓ versatile | inquisitive | analytical | humorous | communicative | international | hands-on experience | gifted with languages | flexible | intuitive | autodidactic | social skills | bright
- ✓ *feed:* marketing | journalistic interest | social psychology  
| internet research | investigative | gifted with language | travelling | reading | lifetime learning, studying | 