



Matt Baird

translator, editor & copywriter
German to English
Marketing & Corporate Communications

- Objective** To be the **English Voice** of my clients by delivering bold, fresh translations and copy that reflect the quality of their products and services
- Languages** Native English speaker (U.S.), near-native fluency in German acquired academically, professionally and socially over the past 22 years
- Specializations** **Marketing & Corporate Communications**, logistics, occupation health & safety, HR
- TM Tool & Resources** **MemoQ 2015**; MacBook Pro, Office 2013, Adobe Acrobat Professional, comprehensive language library
- Experience** **2010 – Present: Freelance Translator, Editor & Copywriter (Bonn, Germany)**
Translates, edits and writes marketing & corp. comms copy, including content marketing, corporate responsibility, media relations and internal communications
2008 – 2010: Deutsche Post DHL (Bonn, Germany)
German-English Translator: Translates, proofreads for internal DPDHL clients, specializing in internal/external communications, finance, marketing and HR; edits English copy; coordinates multilingual translation projects
2003 – 2007: mtb-translations inc. (Boulder, Colorado, USA)
Freelance Translator & Editor: Provides accurate, articulate and consistently on-time translation, proofreading, and editing services on a freelance contractual basis
1999 – 2002: KAPP Technologies (Boulder, Colorado, USA)
German-English Translator and Sales Coordinator: Translates and edits correspondence, quotations and technical documentation for machine tool manufacturer; monitors and directs internal communications with German parent company; coordinates sales projects with regional sales managers
- Education** **2003: Georgetown University**
One semester of graduate work in German and European Studies
1999: University of Colorado at Boulder
BA: German Studies and International Affairs (Magna Cum Laude)
1997 – 1998: Philipps Universität Marburg
One year of independent study focusing on grammar, literature and translation
- Additional Experience** **May 2003 – October 2003**: Research Assistant, Center for Strategic and International Studies (CSIS), Washington, DC
September 2002 – May 2003: Editorial Assistant, The Washington Quarterly / CSIS, Washington, DC
June 1999: Intern, Deutsche Bundespresse- und Informationsamt, Bonn, Germany (German Federal Press and Information Agency)
- References/Samples** I'm happy to supply my portfolio upon request ([download here](#))

