

Curriculum Vitae

Ilke Brueckner-Klein

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Professional Experience

•Translator

since July 1997

The German – Ilke's Translation Services (self-employed; owner)

NAATI accredited Professional Translator: English <-> German

(NAATI = National Accreditation Authority for Translators and Interpreters)

Translation (English <-> German) of legal, scientific, medical (health), commercial, personal and general documents

•Multilingual Secretary

April 1994 - June 1997

Max-Planck-Institute for Polymer Research (MPI-P), Mainz

Polymer Physics Group, Prof. Dr. E.W. Fischer (Director)

- Providing multi-language secretarial services to one of six senior MPI-P Directors
- Translation of scientific manuscripts and presentations, official letters and documents
- Co-ordination of official correspondence
- Organisation and administrative support for visiting foreign professors and scientists
- Preparation and co-ordination of meetings and conferences

•Sabbatical

October 1993 - March 1994

•Translator/ Secretary

June 1990 - September 1993

United States Military, Mainz

Works Council

Providing translations and administrative support for the Works Council of the Mainz US Military Community and Head Representative of Severely Handicapped Employees, United States Army Europe & 7th Army.

•Sabbatical

August 1989 - May 1990

Professional Interests

•AUSIT

The Australian Institute of Interpreters and Translators Inc.

Member since November 1997;

Senior Practitioner since 2007;

Committee Member – Vic/Tas Branch January 2001-September 2003:

Networking Session Coordinator: responsible for the organisation of four annual meetings and the AGM for members and people interested in the profession, including guest speakers.

Committee Member – National Council November 2001-September 2003:

National Council Secretary: responsible for virtual meetings, incl. National Council resolutions conducted via e-mail; organisation of National Annual general Meetings and writing minutes at NAGMs; general administration.

Committee Member – Qld Branch as of September 2007

Conference Organising Committee Member (AUSIT 2008 Biennial National Conference)

Assistant Secretary (as of October 2008);

General Committee Member (as of Sept. 2009).

Committee Member – National Council

November 2008 – November 2010:

National Council Secretary: responsible for virtual meetings, incl.

National Council resolutions conducted via e-mail; organisation of national annual general meetings; writing minutes at NAGMs; general administration, correspondence, liaison.

As of November 2010:

Assistant National Council Secretary incl. advisory role

•DARUM

Deutsch-Australische Runde Melbourne

Facilitator of DARUM (August 2001-April 2008), a German language interest group that met once a month to socialise and promote the German language.