

Lisa Schroeder

CONTACT INFORMATION

Lisa@hqtranslation.com

www.hqtranslation.com

PERSONAL INFORMATION

Place of Birth Hamburg
Germany

LANGUAGES

German

English

SPECIALISATION

Marketing
Corporate Communication
Literature
Hospitality

EXPERIENCE

Freelance Translator

10/2012 - today
various clients

Maternity Leave

10/2013 - 10/2015

Assistant to CEO

Marschner GmbH & Co. KG
(Bentley Berlin)

10/2011 - 10/2012

accounting, personnel,
administration, customer care

Freelance Translator

10/2009 - 10/2011
various clients

Assistant to CEO

Lüske Handels GmbH

05/2007 - 09/2009

accounting, personnel,
purchase, administration

Assistant to Finance Manager

Bentley Motors Ltd.
European Head Office

04/2006 - 04/2007

accounting, financial administration

EDUCATION

Hospitality Specialist

08/2003 - 01/2006

Hotel Le Royal Méridien
Hamburg

Multilingual Administrative Assistant

08/2002 - 06/2003

Hamburg Public School
of Foreign Languages

Abitur, Secondary School

08/1992 - 06/2002

Gymnasium Grootmoor
Hamburg

High School Diploma

08/1998 - 06/1999

Ventura High School
Ventura, CA, USA

RATES & REFERENCES

upon request