

## Questionnaire for registering your profile

### 1. Personal Data:

Name: ..... First name: .....

Street: .....

Postcode: ..... City: .....

Country: .....

Date of birth: ..... Place of birth: .....

Phone: .....

Mobile: .....

E-mail: .....

Website: .....

LinkedIn: .....

Facebook: .....

Instagram: .....

You are  Interpreter  
 Translator

Are you publicly appointed or sworn?  Yes  No

If yes, for what languages and in what country (regional court):

.....

Your native language is: .....

#### You translate

from : ..... into : .....

from : ..... into : .....

from : ..... into : .....

from : ..... into : .....

from : ..... into : .....

Since when have you been working as a translator: .....

**Education and degree:**

.....  
.....  
.....

**Professional experience:**

.....  
.....

**2. Areas of expertise**

**You translate in the following fields of expertise:**

Only mark fields of expertise in which you – due to your education and/or experience – produce stylistically and terminologically flawless translations.

**Education**

- Vocational education
- Diplomas
- Higher education
- Pedagogy
- Certificates

**Humanities and Social sciences**

- Ethnology
- History
- Literature
- Philosophy
- Psychology and psychiatry
- Religion
- Linguistics
- Sociology
- Economics

**Industry and Technology**

- Industrial and fire safety
- Building industry

- Architecture
- Building materials
- Structural engineering
- Civil engineering
- Housing, city planning and regional development

- Mining and energy

- Alternative energy
- Power engineering
- Extraction technology
- Gas technology
- Welding technology and metallurgy

- Chemical industry
  - Nuclear energy
  - Coal extraction
  - Extractive metallurgy
  - Chemicals
  - Fertiliser
  - Mineral oil and petrol chemistry
  - Paints and varnishes
  - Rubber and asbestos
  - Plastics
  - Pharmaceutical industry
  - Composite materials
- Electrical industry
  - Automation
  - Electric household appliances
  - Electronics
  - Electrical engineering
  - Communications technology
  - Measurement, control and regulation technology
- Telecommunications
  - Protection technology
  - Safety engineering
  - High voltage capacitors
  - Control engineering
  - Transformers
  - Consumer electronics
- Automotive
  - Agricultural vehicles
  - Construction vehicles
  - Mining vehicles
  - Electric vehicles
  - Motor vehicles
  - Railed vehicles
- Food industry
- Aerospace engineering
  - Airplanes
  - Missiles
  - Spacecrafts
  - Satellites
- Machinery and plant engineering
  - Plant engineering
  - Automation and robotics
  - Lighting
  - Printing machines
  - Iron and steel
  - Precision engineering
  - Hoisting and conveying engineering
  - Apparatus engineering
  - Mechanical engineering
  - Shipbuilding
  - Material testing

- Metal industry
  - Machine tools
  - Non-ferrous metal industry (noble, light and special metals)
  - Mould coating
  - Metallurgy
  - Metal processing
  - Steel processing
- Quality management
- Other branches of industry
  - Clothing and fashion
  - Furniture
  - Paper
  - Packaging industry
- Military technology
  - Artillery
  - Field equipment
  - Planes and tracked vehicles
  - Rifles
  - Infantry equipment
  - Warships
  - Light weaponry
  - Tanks
  - Guns
  - Heavy weaponry
  - Weaponry

### Information technology

- Office communication
- Computer applications
  - User interface / human-machine interface (HMI)
  - Software
  - CAD and CAM
  - Development systems
  - Programming languages
- Computer engineering
  - Hardware
- Informatics

### Media and Arts

- Fiction
- Film, radio and television
  - Screenplays
  - Dubbing
- Arts
  - Photography
  - Art history
  - Painting
- Music
  - Musical instruments
  - Philately

- Publishing and newspapers
- Advertising

### **Medicine and Pharmaceuticals**

- Biotechnology and genetic engineering
- Forensics
- Medicine
- Surgery
- Internal medicine
- Orthopaedics

- Medical engineering
- Pharmacology
- Pharmaceuticals
- Dentistry

### **Natural sciences**

- Astronomy
- Biosciences
- Biochemistry
- Biomedical engineering
- Botany
- Molecular biology
- Ecology
- Zoology

- Chemistry
- Earth sciences
- Physics

### **Politics**

- General politics
- Foreign affairs
- Development policy
- European Union
- Refugees and asylum policy
- Women and gender equality politics
- Healthcare and social policy
- Transportation and traffic policy
- Environmental policy
- Economic policy

### **Law**

- Public law
- European law
- Aviation and aerospace law
- Constitutional law
- Criminal law
- Administrative law
- International law
- Civil law

- Labour law
- Common law
- Corporate law
- Commercial law
- Certificates and deeds
- Patent law
- Environmental law

### **Sports, Recreation and Tourism**

- Recreation
- Sports
- Tourism

### **Structural science**

- Mathematics
- Statistics

### **Environment**

- Wastewater systems
- Renewable energies
- Environmentalism
- Environmental technology

### **Economics and Finances**

- Waste industry
- Banking
- Stock exchange
- General finances
- General economics
- Annual reports
- Accounting
- Taxes
- Tariffs
- Agriculture, fishery and forestry
  - Horticulture
  - Agriculture
  - Livestock production
  - Viniculture
- Marketing
- Market research
- Public Relations
- Business and personnel management
- Insurances
- National economy
- Water management

**References:**

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**Quality management:**

Do you work according to DIN EN ISO 17100?  Yes  No

Do you produce all your translations personally or do you also subcontract?

.....

**3. Prices**

**Translations:**

The prices given by you are all-in prices for translation and proofreading of the texts, including the validation of the table of contents, indexes, captions and headers and footers (if applicable).

Price per line: ..... € (standard line with 55 keystrokes)

Price per word: ..... € (per word of source language)

Minimum charge: ..... €

Certification: ..... €

**Revision:**

per hour: ..... €      per standard page: ..... €

**Capacities:**

You can process approx. .... gross words or  
..... standard lines per day.

**Liaison interpreting:**

per hour: ..... €      per diems: ..... €

**Simultaneous interpreting:**

per hour: ..... €      per diems: ..... €

#### 4. Software

**Software for Terminology Management:**

**Version:**

- Trados MultiTerm .....
- TermStar .....
- crossTerm .....
- QTerm .....
- Access .....
- LibreOffice Base .....
- Others: .....

**Translation Software:**

**Version:**

- Trados Studio.....
- Star Transit .....
- Passolo .....
- MemoQ .....
- Across .....
- MateCat .....
- Others: .....

#### 5. Cooperation

If we have already been working together: What can we change in order to improve our cooperation?

Suggestions: .....

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- I agree that my data provided here will be stored by Mareš GmbH in their translator database. This consent can be revoked at any time. The data will only be stored for the purpose of placing translation orders.  
The data will not be sold to third parties.

**City, date**

**Signature**

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