

## Anja Buckle

### Objective

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To obtain a position as Airline Customer Service Agent.

### Experience

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#### IXL LEARNING

- March 2006 – May 2017      *Online Book Developer /  
Content Production Specialist*      San Mateo, CA
- Create eBook content for foreign language courses.
  - Create skills for Social Studies and Science courses.
  - Localize skills for English speaking locales outside of the United States.
  - Translate emails for Customer Service department (German, French and Spanish).

#### CREATION BIJOUX

- May 2000 – July 2007      *Business Owner*      Oakland, CA
- Create one-of-a-kind jewelry.
  - Organize sales events.
  - Handle sales and customer service in person, via phone and through website.
  - Manage all aspects of business operations.

#### MAGIN SOFTWARE

- August 2001 – February 2006      *Technical Writer / Software Tester /  
Web-Designer / Translator*      San Francisco, CA
- Quality assurance and usability testing of product. Test extensively, find problems and report in detail.
  - Create and administer company's website.
  - Write documentation for product in English.
  - Translate documentation of product from English to German and French.
  - Translate software interface from English to German and French.

#### ROUGHLY SPEAKING

- February 2004      *Translator*      Berkeley, CA
- Translate travel language guide from English to German.
  - Write grammar and vocabulary in German and reorganize layout.

#### BIOVIVA

- August 1997 – November 1997      *Translator / Proof-Reader*      Nice, France
- Translate and proofread educational game, from French to German.

## Education

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### UNIVERSITY OF BREMEN, GERMANY

April 2000

*Master of Art (MA):*

Bremen, Germany

*American Studies / Romance Languages*

Coursework included: Linguistics; American, French, and Spanish Literatures, History and Culture.

## Relevant Accomplishments

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### COURSES AND PRACTICE IN TARGET LANGUAGES AND CULTURES

October 1995 – February 1999	Worked in numerous cafés and restaurants as a waitress (Germany, Switzerland, and France).
May 1994 – March 1999	Lived and studied in Nice, France.
March 1994 – May 1994	Intensive Course in French - 8 weeks in Nice, France. Completed with "Diplôme D'Etudes en Langue Française, 1er degré (D.E.L.F.)".
July 1992	Student Travel Guide - 2 weeks in Cornwall, England. Organized student classes, activities, and relationship with English host families.
March 1992	Intensive Course in Spanish - 3 weeks in Granada, Spain.

## Skills

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### LANGUAGES

- German: native language
- English: fluent
- French: fluent
- Spanish: elementary

### COMPUTER

- Word processing & spreadsheets: MS Office, LibreOffice, OpenOffice.
- Internet: Google Drive, Google Chrome, Firefox, Internet Explorer, Opera.
- HTML & CSS: Adobe Dreamweaver, Adobe Pagemaker.
- Image processing: Adobe Photoshop, Paint Shop Pro.