

# MIRJAM SCHAFROTH

## CONTACT

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## WEBSITE

- [www.mst-munich.com](http://www.mst-munich.com)

## SKILLS

- Experienced legal translator and document production specialist used to work with complex and/or corrupt (converted) documents
- Strong technical skills in Microsoft Office (Word, Excel, PowerPoint) including styles, cross-referencing, tracked changes, table of contents, etc.
- Eye for detail and accuracy in the work produced
- Deadline orientated
- Efficient time management

## LANGUAGES

German

Native

English

Fluent

Spanish

Elementary

French

Elementary

## PROFESSIONAL SUMMARY

Organised and driven professional with exceptional attention to detail. Proficient in document formatting and editing, combined with strong organisational skills and a collaborative mindset. Adept in managing multiple tasks and prioritising deadlines to ensure high-quality document production and translation.

## WORK HISTORY

### **Legal translator and document specialist, 10/2012 to Current Freelance - Preston, United Kingdom**

- Delivering high-quality translations under tight deadlines, meeting clients' requirements effectively.
- Translating business, legal and personal documents, in particular last wills and testaments, articles of association, legal contracts, deeds and school certificates.
- Reviewing written texts for grammar, spelling and contextual accuracy.
- Proofreading translated documents, ensuring accuracy and coherence.
- Formatting (pdf conversion, styles, cross-referencing) of all documents to be translated.

### **Legal secretary and document specialist, 10/2006 to 09/2012 Dechert LLP – Munich, Germany**

- Formatting and editing contracts, legal opinions, and publications in both German and English, based on templates and from dictation.
- Utilising MS Word effectively for document production and editing.
- Formatting and editing presentations and pitch documents.
- Updating master documents and databases.
- Providing comprehensive administrative support to a team of lawyers, resulting in increased efficiency.
- Planning and organising business trips including processing travel expense reports.
- Executing general secretarial tasks including file management and preparing and generating fee invoices.

### **Team assistant, 10/2003 to 09/2006**

#### **RTT AG – Munich, Germany**

- Screening incoming phone calls and passing on detailed messages.
- Planning and organising internal and external meetings, client appointments and preparing for conferences.
- Booking flights and hotels for domestic and international meetings.
- Sourcing and ordering office supplies within an allocated budget.
- Organising data and files with meticulous attention to detail, resulting in an enhanced document retrieval process.
- Maintaining the contact database and the employee database.

## **EDUCATION**

**AKAD University** – Stuttgart, 03/2009 – 07/2011

Degree: **Publicly appointed and sworn translator for English (Regional Court of Munich I)**

**Inlingua Vocational School** - Augsburg, 09/2001 – 07/2003

Degree: **Certified Bilingual Secretary**

**Peutinger Grammar School** – Augsburg, 09/1992 – 07/2001

Degree: **A-Levels**

## **HOBBIES AND INTEREST**

- Reading books, playing board games and playing volleyball

## **REFERENCES**

References available upon request.