

MY PROFILE



SILKE MULLER

IMS Services

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➤ PRESENTATION: MY SHORT PROFILE

My name is Silke Muller, I am German native speaker, live in Cologne / Germany and work regularly as interpreter at exhibitions in Cologne, Dusseldorf and Essen. For my interpreter activity, I am in direct contact and collaboration with the fair offices in Germany, their representative offices abroad and different Chambers of Commerce.

➤ LANGUAGES SPOKEN: FLUENT IN GERMAN, ENGLISH, FRENCH AND ITALIAN

I have studied and acquainted additional work experience through internships in Cologne / Germany, in Bologna / Italy and Aix-en-Provence / France. Since 1999 I have completed my studies of translation and interpreting (English, French, Italian) with specialisation in economics and commercial affairs.

➤ WORK EXPERIENCE: FINANCE, INTERNATIONAL MARKETING AND SALES

Before I started my studies, I have already acquired a first work experience in the banking and finance sector. I have been employed in financial institutes (Dresdner Bank, Deutsche Bank) in Germany and France for four years. From 1999 till 2002 I have been working in the field of international marketing and sales for multinational companies (Bosch, Wella) with several years of experience in Germany and also abroad (Italy, Belgium).

➤ EXPERIENCE AS FREE-LANCER: INTERNATIONAL CONSULTING ACTIVITY

In 2003 I decided to start working as consultant under the company name IMS Services. Through my free-lance activity, I am currently providing interim management services to small and medium sized companies on the way to internationalisation. I am generally working on short-term consulting projects in international marketing and sales but also on long-term projects for business development and customer care.

➤ IMS SERVICES: VALUABLE SERVICES FOR MY CUSTOMERS

Consulting Service: international projects in marketing, sales and purchase
export projects / international customer care, Far-East import projects
Exhibition Service: fair preparation, fair participation in Germany and around the world as exhibitor or visitor, with the customer but also on my own (all contacts will be forwarded after the exhibition), after-show assistance
Interpreter Service: for shows, congresses, commercial negotiations with customers or suppliers, if I am unavailable I will provide a reliable and professional substitute
Translation Service: brochures, marketing texts, websites, commercial correspondence