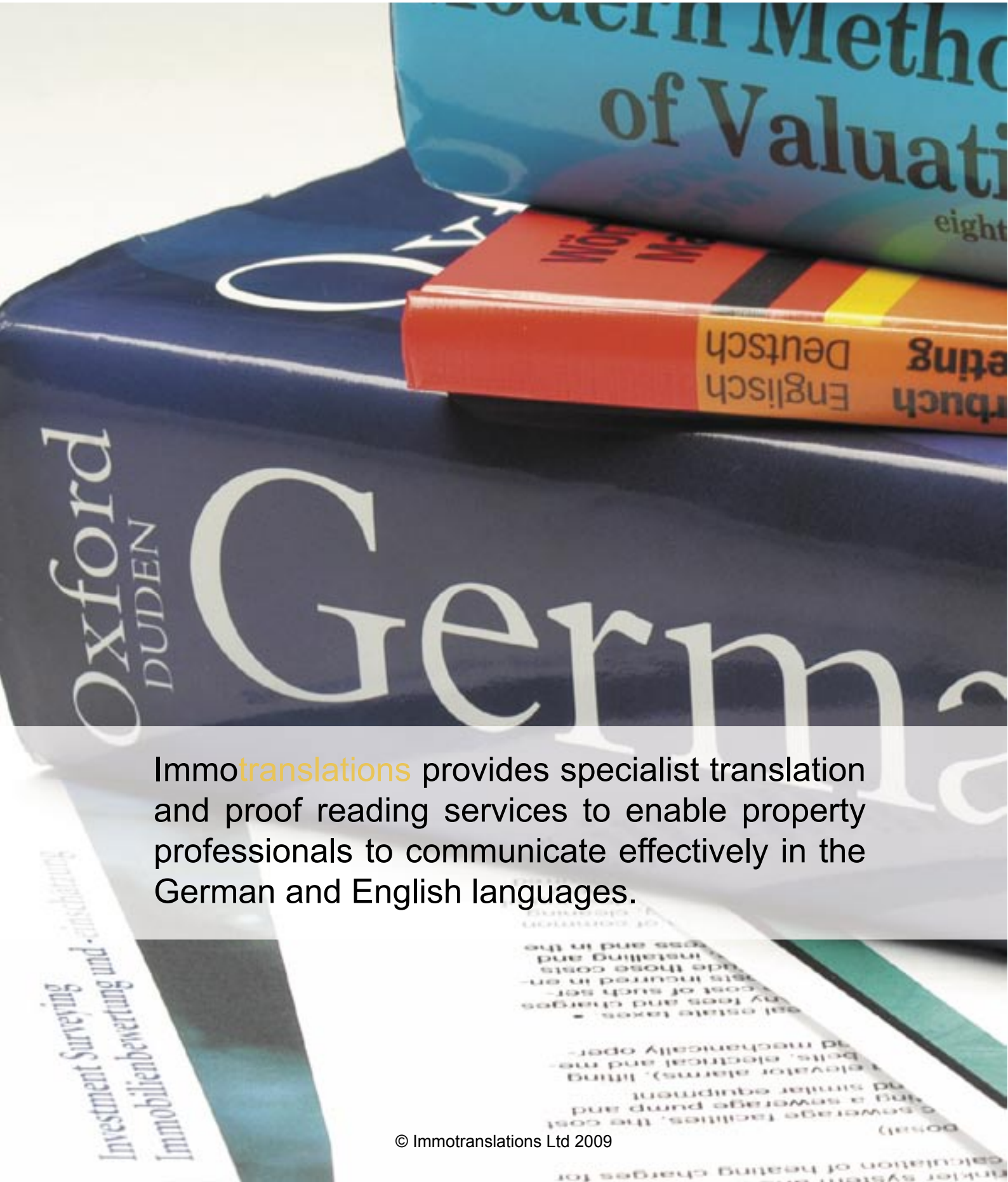


immo**translations**



Immo**translations** provides specialist translation and proof reading services to enable property professionals to communicate effectively in the German and English languages.



### **Immo**translations****

As our name suggests, we translate from and into the English and German languages and translate and proof read all forms of property documentation, exchanged or referred to in all branches of real estate: from sales and lettings particulars to valuations and correspondence, from property management, technical and investment reports to company prospectuses.

### **Translations**

Texts cannot always be translated word for word; that is why our experience within the property field enables us to understand the content and context of each document and to provide our clients with the accurate translations (or summaries of documentation) they require to conduct their businesses effectively within the global workplace.

### **Team**

Our team consists of native German and English speakers, all with backgrounds in real estate, providing translations into their native languages.

### **Quality Control**

All translated texts are proof-read to ensure that only the highest quality and most accurately translated text is returned to the client.

### **Formats**

We can receive instructions and documentation for translation by e-mail (in Word, Excel and PowerPoint format), fax or in hard copy format and return the finished translations to our clients in accordance with their individual format requirements.

### **Confidentiality**

We assure complete discretion, thereby respecting the confidentiality rights of our clients in all matters. Confidentiality and issues concerning liability are included in our General Terms & Conditions. We are also prepared to sign Confidentiality Agreements in individual cases, where required.

### **General Terms and Conditions**

Our General Terms and Conditions can be found in PDF Format on our webpage or can be forwarded on request.



immo**translations** was founded in 2003 by Eleanor Duddy, who works with native German and English associates in the UK and Germany. Her colleague, Martina Hörrmann, joined the company in 2005. Biographies of both are found below:

## **Eleanor Duddy**

### **Profile**

Eleanor Duddy was born and educated in Scotland. In 1987 she completed a Higher National Diploma course in Business Studies with Languages [German and French] and in 1990, graduated from Heriot-Watt University, Edinburgh with a Bachelor of Science Degree in Estate Management. After two years of professional practice, she was elected a Professional Associate of the Royal Institution of Chartered Surveyors. Moving to Germany in 1993, Eleanor worked as a Directors' Assistant for Aengevelt Immobilien in Berlin, then as a Property Manager for the then Jones Lang Wootton (JLW) in Munich and Senior Property Valuer for Jones Lang LaSalle (JLL) in Frankfurt. In 1999, she worked for 12 months in JLL's Valuation Department in London, returning to the firm's Frankfurt office until 2002. In 2003, Eleanor gained a Certificate of Educational Studies, teaching English to speakers of other languages and gained experience in TEFL, both in private teaching practice, and at the International School, Brunssum, Netherlands. Preferring to focus on the translation of property-related documentation, in 2003 she established her own company, immo**translations**, which was incorporated in 2007.

### **Main activities**

Translation of property-related documentation between English and German

### **Professional qualifications**

Higher National Diploma in Business Studies with Languages [German and French] (1985-1987) at the Scottish College of Textiles in Galashiels, Scotland

Bachelor of Science Degree in Estate Management (1987- 1990) at Heriot-Watt University, Edinburgh, Scotland

Professional Associate of the Royal Institution of Chartered Surveyors (MRICS) (1992)

College of Teachers conferred Certificate of Educational Studies for Teaching English to Speakers of Other Languages (2003)



## Martina Hörrmann

### Profile

Martina Hörrmann was born on 11th May 1969 in Schwenningen am Neckar. After gaining her High School Leaving Certificate [Abitur], she began her studies in Business Studies in 1989 at the UAS [Fachhochschule] in Nürtingen. In her thesis, Martina focused on the topic: "National and International Valuation Methodology for Planned and Existing Office Buildings, Retail Properties and Shopping Centres". After successfully completing the course in February 1994, she began work with Jones Lang Wootton (JLW) - now known as Jones Lang LaSalle (JLL) - as Valuation Assistant. In March 1996, Martina moved to a position of Valuer with DTZ with full responsibility for her valuations. Martina began Maternity Leave in May 2000 and decided to concentrate on her family.

Since 2005 she has worked freelance for immotranslations Ltd. as a proof-reader and translator.

### Main activities

Freelance proof-reader and translator for immotranslations Ltd in the German and English languages

### Professional qualifications

From September 1992 until March 1993 Internship with Permat Machines Ltd. in Coleshill/ Birmingham in the UK

Diploma in Business Studies [Dipl.-Betriebswirtin (FH)] at the UAS in Nürtingen, focusing on Estate Management, Accounting and Controlling.



our clients

Clients that we work with include:



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to its members



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If you require further information about the translation or proof-reading services we provide, or wish to receive a quotation, please phone +44 (0) 1259 720 777, send an e-mail to the following address: [info@immo-translations.com](mailto:info@immo-translations.com) or submit an enquiry using the form provided on our webpage. We would be pleased to help you