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CURRICULUM VITAE

Language skills and areas of expertise

My working languages are English and Spanish into Swedish. I specialize in marketing/PR, finance, computers/IT/electronics.

Equipment/tools

Computer (PC):   Desktop: 3,0 GHz, 160 GB HD, 1024 MB RAM
                  Notebook: 2,8 GHz, 60 GB HD, 524 MB RAM

Software: Microsoft Windows XP, Office 2003, Adobe Acrobat 7.0, WordFinder 7,
                  TRADOS Translator's Workbench 7

Other equipment: Scanner, printers, copier, fax. I use ADSL.

Professional experience

<u>As from December 2005</u>
Freelance translator (English and Spanish into Swedish)

<u>May/June 2005</u>
Writer/sub-editor, INK Sverige AB, Uppsala
In charge of editing and adapting a Swedish textbook of project management.

<u>2001-2003</u>
Translator and partner, Alcuin Translations AB, Stockholm
Translator at a company specializing in technical translation and software localization. Translations from English and Spanish into Swedish. As one of five partners, I also had other assignments, such as marketing, administration and recruiting.

<u>1998-2000</u>
Translator, Alpha Communications, Stockholm
The "first person in place" when the Finnish translation agency Alpha Communication opened up their Swedish office. In addition to translating various kinds of texts from English into Swedish, I also took an active part in other business activities, such as quality assessment, project mangement, marketing, recruiting, and planning of the business as a whole.

<u>1998</u>
Translator, INK Sverige AB, Uppsala
Technical translator, working with translations from English into Swedish.

<u>1997</u>
Trainee, European Parliament, Luxembourg
Trainee at the Swedish Translation Division in Luxembourg. Translation of all types of texts from Spanish and English into Swedish.

Education (at University)

Languages/Spanish translation, History of literature. Spanish/Mexican literature, Anthropology.

Membership

Membership in SFÖ, the Swedish Association of Professional Translators.

References

If desired, references can be supplied.