**Personal information**

Name: Gitte Brænder

Address: Tranemosevej 133, 4400 Kalundborg, Denmark

Telephone: +45 24 44 25 17

Email: gbraender@gmail.com

Born: October 20, 1978

Family: Married to Henrik for 9 years

**Education**

January 23, 2014 I obtained my appointment as translator and interpreter from the Danish “Erhvervsstyrelsen” on January 23, 2014.

Sep 2011 - Oct 28, 2013 **MA in English (Translation and Interpreting) from Copenhagen Business School (Cand.ling.merc.).**

* Master’s Thesis: ***The readability of medical texts written by experts in the development departments in the Takeda CMC Center – An empirical analysis***. The thesis was based on documents written in English by Danish pharmaceutical scientists within the company Takeda Pharma A/S. The thesis examined the readability of these documents and offered recommendations as to how to improve the overall readability of the documents.
* I wrote my master’s thesis in English and received the grade 12 for it.
* For my MA in English, I obtained a grade point average of 9.7.

Sep 2008 - June 2011 **BA in International Business Communication (English and Communication) from University of Southern Denmark.**

* Bachelor assignment: ***BP’s crisis communication during the oil spill in the Mexican Gulf***. This assignment analysed BP’s crisis communication during the oil spill in the Mexican Gulf and offered suggestions as to how this communication could have been optimised.
* I wrote my bachelor assignment in English and received the grade 12 for it.
* For my BA in international business communication, I obtained a grade point average of 10.5.

June 2001 I finished my education as a laboratory technician from Selandia - Center for erhvervsuddannelse and obtained a grade point average of 10.75 on the old grading scale. Immediately after finishing my education, I was employed by Nycomed Danmark ApS (now Takeda Pharma A/S).

**Professional experience**

June 2015 Started my own business PharmaTranslation where I specialize in translating medical and technical texts as well as other types of texts from Danish to English and from English to Danish.

April 2015 Started as freelance translator specializing in medical and technical texts.

July 2015 – November 2015 **Cand.ling.merc./accounts clerk at one-man business.**

* Preparation of tenders
* Preparation of VAT accounts
* Preparation of interim accounts
* Other administrative tasks

Jan 2015 – May 12, 2015 **Cand.ling.merc./QA Assistant at Boehringer Ingelheim Danmark A/S** (Project employment)

* At Boehringer Ingelheim, I revised English and Danish technical documents and I translated Danish documents into English.
* I revised English and Danish standard operating procedures (SOPs) based on information provided by laboratory technicians i.e. I wrote several pages in each revised SOP.
* I reviewed documents and offered suggestions with regard to the revision of these documents.
* I wrote deviations and made the necessary changes to finalise many of these deviations.
* I reviewed batch documentation and released raw materials for the GMP production.
* I reviewed log books and made sure that these were filled out correctly.
* I made sure that all certificates on raw materials were present and up to date.
* I proofread labels from the production process and ensured that they lived up to the quality requirements.

2011 - 2013 **Student assistant at Takeda Pharma A/S (as stud. Cand.ling.merc.)**

* At Takeda Pharma A/S, I worked as a student assistant in the QA department. My job was to translate medical texts with a highly technical content from Danish to English. These medical texts were primarily Standard Operating Procedures i.e. documents describing the use of laboratory equipment, describing work procedures and the various GMP rules and regulations within the company. The translated Standard Operating Procedures were posted on Takeda’s intranet to be used by the organisation’s employees.
* In connection with my translation work, I communicated with a vast number of employees in the development department from laboratory technicians to academics and professors in order to clarify the content of the Danish SOPs and thereby produce an accurate English translation. I am thus proactive with regard to retrieving the information necessary to produce a product of a high quality.
* In connection with my master’s thesis, I thoroughly reviewed the following types of documents: Experimental protocols, experimental reports, production reports, analytical reports, validation protocols, stability protocols and various documents for the authorities. I am therefore quite familiar with these types of documents and their genre.

2006-2008 **Laboratory technician at Novo Nordisk A/S.**

* At Novo Nordisk A/S, I primarily performed HPLC analyses and drew up various documents in Danish and in English.
* I performed independent work assignments with deadlines and at the same time I worked in teams where there were also deadlines.
* My areas of responsibility included maintenance of various lab equipment, such as electronic pipettes, as well as preparation of deviations on this equipment.
* Many different assignments had to be performed during a work day and, most often, it was up to me to prioritise these assignments so that my deadlines could be met.
* All work was performed in accordance with GMP and I completed a one star cLEAN course while at Novo Nordisk A/S.
* I was one of the persons responsible for the archiving of analytical data in the department where I worked.

2001-2006 **Laboratory technician at Nycomed Danmark ApS (now Takeda Pharma A/S).**

* At Nycomed Danmark ApS, I worked as a laboratory technician in the research and development department called “*analytical development*”. Here, I worked in cross-organisational teams and projects as part of the development of new analytical methods.
* At Nycomed, I primarily contributed to developing new analytical methods for HPLC and dissolution but I also performed analyses on equipment such as LC-MS, AAS, DSC as well as technical analysis on tablets. All work was performed in accordance with GMP.
* I was also part of a team responsible for the department’s stability facilities. This work included preparation of various documents in Danish and in English such as IQ/OQ/PQ qualification reports and deviation reports.
* At Nycomed, I wrote a number of standard operating procedures e.g. on how to operate and service the department’s stability cabinets, electronic pipettes and data loggers.
* My work at Nycomed both included work in teams and in projects and at the same time, I had my own areas of responsibility to attend to. All of my assignments had deadlines which were always met on time. I.e. my work at Nycomed has been characterised by a high degree of independence in relation to work assignments and a high degree of personal responsibility in relation to getting the work prioritised and finished on time.

**Language skills**

English: I speak, read and write English fluently.

German: I can read German and I can write it and speak it to some extent.

Danish: I speak, read and write Danish fluently (mother tongue).

**IT skills**

I have extensive user experience with the MS Office package. Moreover, I have extensive user experience with PowerPoint as I used this tool often during my studies. In my previous work as a laboratory technician, I used many different computer operating systems in connection with different analyses and I am thus fairly quick to acquaint myself with new programs and systems. At Boehringer Ingelheim Danmark A/S, I used their document management system a great deal and I also used their system for recording the release of different raw material batches.

**Leisure pursuits**

In my spare time I read books, preferably in English or German, and I also enjoy swimming and nature walks.

**The Master’s program, MA in English (Translation and Interpreting) has, among other things, included instruction/training in the following subjects:**

* **Technical language** - a course which thoroughly covered translation of different medical texts such as patient information leaflets, clinical trial protocols and fact sheets for patients. Moreover, the course covered translation of other types of technical texts such as texts about engines, solar panels etc.
* **Economic/financial language** - a course which covered translation of economic/financial texts and which dealt with the different economic/financial systems in Denmark and the UK and the different translation strategies in connection with these different systems. The course, i.a., covered accounting, annual reports, gearing of companies etc.
* **Legal language** - a course which covered translation of legal language and which dealt with the different legal systems within Denmark and the UK and the different translation strategies in connection with these different systems. The course, i.a., covered civil law, the criminal procedure, property rights and testate and intestate succession in DK as well as in the UK.
* **Interpreting** - a course where economic/financial scenarios and legal scenarios were interpreted orally by use of consecutive interpreting.
* **Words and text in context** - a course about grammaticality in the English language.
* **Oral Interaction** - a course which included training in oral presentation of various political and non- political material adapted to different target groups.
* **Interlingual dissemination of knowledge** - a course about translation strategies and about targeting specific text types to specific target groups.
* **Society, politics and business** – a course which i.a. covered the political history of development at a global level, nation branding and environmental policy at a global level.
* **Terminology and term bases in economic/financial language** - a course which covered the categorising of words and the translation of words by use of term bases.
* **Problems and Methods for the Master’s Thesis** - a course that went over the official requirements to a master’s thesis and which required drawing up parts of a master’s thesis.

**The Bachelor program, B.A. in International Business Communication, English and Communication, has included instruction/training in the following subjects:**

* **English grammar**
* **Texts and text production** – a course where texts were produced based on the journalistic “inverted pyramid” format and where summaries of different texts were drawn up in Danish and in English.
* **Organisational communication** - a course which covered the internal and external communication of companies.
* **Rhetorics** - a course which covered argumentation theories and the application of these theories into practice.
* **Market communication** – a course which examined the rhetorical and visual aspects which companies use when they communicate with their markets.
* **Business communication** - a course which primarily focused on how companies could communicate optimally to external parties.
* **Economic studies**
* **IT for organisations and market communication**
* **Branding** – a course which covered different branding strategies in relation to products and organisations.
* **Communication as management tool** – a course which covered the different types of communication that should be used within an organisation.
* **Business economics and business law**
* **English technical language** – a course where technical and medical texts were translated from Danish to English and from English to Danish.
* **Language and law** – this course covered translation of legal language and focused on the differences between the legal systems in Denmark and in the UK.
* **Introduction to interpretation** – this course included oral presentation, consecutive interpreting and simultaneous interpreting.
* **Information planning** – a course which covered the planning of campaigns, the analysis of target groups and the drawing up of questionnaires.
* **Language and communication** – this course included oral presentation in English as well as text production in English.
* **Journalistic workshop** – in this course, different texts within the journalistic genre were drawn up such as newspaper articles and press releases.
* **Communication and field work** – during this course, each student drew up a communication paper in collaboration with an organisation chosen by the student.
* **IT-tools** - a course on how to draw up a website.
* **Theory of science and linguistics**
* **Semiotics** – covered the study of meaning-making, the philosophical theory of signs and symbols.
* **American studies** - a course which covered the American political system.
* **English studies** – a course which covered the British political system.
* **Current affairs** – a course which covered current political affairs in the US and in the UK.
* **Pronunciation** – a course about the phonemes in the English language.
* **Listening comprehension and verbal skills**
* **Project workshop** – during this course, different campaigns were drawn up.
* **Glimpses of the world** – a course about current political affairs at a global level.