

## ***CURRICULUM VITAE***

# ***Rikke Stenlev***

### ***Facts***

**Born: August 31, 1966 in Ribe, Denmark**  
**Married to Bo Frederiksen, Engineer/  
General Manager, FLSmidth**  
**Children: Two girls (12, 9)**  
**Live and work in Greve  
Denmark**



### ***Summary***

**As a state authorised translator I work from my office in Denmark. I have a degree in translation from the Aarhus School of Business University, Denmark, and I translate from English as well as from Spanish.**

**I am a technical translator. My final thesis was a bilingual dictionary within technical language, and most of my translations today are technical manuals.**

**Before I started on my own in 2003 I worked several years with the Danish International engineering company, FLSmidth, translating manuals and technical documentation.**

**During the last 8 years I have translated technical manuals, maintenance manuals, operation manuals, repair manuals, and training and marketing material mainly for the car industry.**

**I furthermore work on texts of psychological or educational nature i.e. training material, personal profiles, courses, seminars, teaching methods, and research results regarding teaching methods etc.**

## ***Qualifications and References***

### **Technique**

Technical repair and maintenance manuals – (Toyota, UK) (Final QA on most manuals)  
Technical repair and maintenance manuals – (Ford, UK)  
Technical operation manuals – (Hyundai, Belgium)  
Technical repair and operation manuals – (John Deere, US)  
Technical Voice-over Instructions – (Range Rover, UK)  
Technical service material (BMW, Denmark)  
Homepage – technical material (Mercedes smart, DK)  
Training material (sales, management, other) – (BMW, Denmark)  
Sales performance material (Cadillac, Netherlands)  
Warranty manual – (Mercedes, DK)  
Warranty manual – (BMW, DK)  
Technical material – (Electrolux, DK)  
Technical manuals – (Flygt Pumps, Sweden)  
Technical manuals – (Johnson Pumps, Sweden)  
Technical manuals – (Tetra Pak, Sweden)  
Technical manuals – (Canon, Japan)  
Technical manuals – (Bosch, USA)  
Technical resumes – (HP, UK)  
Technical reports/documents – (FLSmidth, Denmark)

### **Behavioural Psychology**

Team Dynamics Profiles (personality analysis) – (persolog, Denmark)  
DISK profiles and manuals – (persolog, Denmark)

### **Web**

Google ads and commercial texts – (MaxLead, Netherlands)  
Hotel booking – (Hotels Combined, Australia)  
Online shipping web site – (FedEx, US/Sweden)  
Online shopping web site – (Elwood, US)

### **Education**

Research on Educational Methods – (Cooperative Learning, DK)  
Articles on Education (Cooperative Learning, DK)  
Development of job counsellors in EU, Leonardo da Vinci project – (DEL, Denmark)  
Examination papers for electricians – (Translatørfirmaet, Denmark)  
Language school website – (SIT, France)

### **Tourism**

Northern Spain – Middle Age architecture – (The Region of Catalonia, Spain)  
Information about travelling – (Segitur, Spain)  
Historical routes and attractions – (Segitur, Spain)

### **Medical devices**

Medical/technical manuals and documentation – (Medrad, US)  
Medical/technical manuals and documentation – (Criticare, US)  
Medical/technical manuals and documentation – (Thermage, US)  
Chemistry - technical manuals and documentation – (Lyondell, US)

## *Professional Experience*

- 2003-...** Professional Translator (working from my own office)  
**Source: English and Spanish – Target: Danish**  
My customers are large international companies and bureaus - mostly in Denmark, Sweden, UK, Belgium, the Netherlands, Australia, USA, and Japan.
- 1998-2002** Maternity leave twice, and writing of translators' final thesis.
- 1996-1999** Translator/linguistic assistant with the Danish International Company FLSmith AS, Denmark. Translations of all kinds, especially technical and legal translations – English-Danish/Spanish-Danish
- 1995-1996** Translator/linguistic assistant, FLSAutomation, Valby, Denmark  
English/Spanish/Danish.
- 1992** Information and Liaison Officer at the Danish Pavilion, Expo 1992, Seville, Spain. Selected interpreter for the Queen of Denmark in Seville.
- 1990-1992** Teacher (Spanish) – Vejlbj Risskov Ungdomsskole, Risskov, Denmark.

## *Education*

- 2000-2001** MA – final thesis, Aarhus School of Business (University of Aarhus) Denmark:  
Translators' final thesis (Spanish/Danish) – Bilingual dictionary within technical language (cleaning of flue gases). Practical translation examples complemented by an elucidation on translation theory.
- 1990-1993** MA, Aarhus School of Business University, Denmark:  
Translator and Interpreter – (MA/cand.ling.merc.)  
3 years with special attention to technical, economic and legal matters in Spanish and Danish.
- 1989-1990** FUHU, Chamber of Commerce, Madrid:  
Courses in Spanish economics and culture.
- 1986-1989** BA, Aarhus School of Business, University of Aarhus, Denmark:  
BA English/Spanish/Danish  
3 years with special attention to commercial language, general language and translation.
- 1982-1985** Kolding Gymnasium, Denmark:  
Languages (English, German, French) and music.

## *Languages*

**Mother tongue (source and target):**

**Excellent knowledge (source and target):**

**Excellent knowledge (source):**

**Excellent knowledge (source):**

**Some knowledge:**

**Danish (state authorised)**

**Spanish (state authorised)**

**English (great experience)**

**Norwegian, Swedish**

**German, French, Italian**

## *IT skills, Computer, and Connections*

**Windows 7**

**MS Office 2007 (Word, Excel, Outlook, PowerPoint)**

**SDL Trados Studio 2009**

**3 computers: Intel Core 2 Duo, Intel Pentium 4**

**Anti-virus software**

**Separate backup unit**

**Broadband 10 Mb download (& 1 Mb upload)**

## *Hobbies*

**Dancing, skiing, walking, singing, travelling, tennis...**

## *Other Activities*

**Member of the school board**

**Member of the board, political party**

**Member of the board, housing association**

**Member of business network**