

CURRICULUM VITAE

Page 1/3

Helen Højmark Cukijati, Lærkevej 18, 4180 Sorø, Denmark

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Certified Freelance Translator
Business Name: Højmark Oversættelse

- **Translation from English into Danish and Danish into English**
- **Translation from Swedish and Norwegian into Danish (general language texts only)**
- **Proofreading in Danish and English**

Fields of expertise:

Marketing & advertising

Sales brochures and promotional material, leaflets, websites, direct sales, questionnaires, newspaper articles, CVs, business intelligence solutions, press releases, etc. in areas such as:

Education, cosmetics, food, shipping and transport, tourism, sports clothes and footwear, watches, printers, etc.

Technical texts

Manuals, guidelines, technical specifications, etc. in areas such as:

Waste water treatment plants, stone and steel busters, headsets, forklifts, computer programmes, civil engineering, construction, packaging solutions, insurance, sports, grain and seed cleaning and sorting machines, clothing for the hospital sector, trains, travel card systems, automotive, vehicle navigation systems, telescopic handlers, steel and engineering products, landscape architecture, printers and projectors, flooring products, agricultural machinery, etc.

Legal and financial texts

Tender material, business contracts, arbitration, ethics and business conduct policies, performance bonds, certificates, etc. in areas such as:

Civil engineering tender documents, other tender documents, civil engineering arbitration cases, codes of ethics, separation orders, certificates of registration, compiled summaries, probate court certificates, all types of contracts, etc.

CURRICULUM VITAE

Page 2/3

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Employment History:

- 2003-** **Freelance translator**
- 2000-2003** **Ansaldo Trasporti SpA, Copenhagen**
Job position: Temporary and freelance translator and bilingual project secretary.
- 1999-2000** **Ansaldo Trasporti SpA, Copenhagen**
Job position: Bilingual project secretary and translator (English and Danish) in an Italian company – one of the main contractors on the Copenhagen Metro project.
- 1996-1999** **SDEM S.A. (Alstom), Halskov/Albertslund**
Job position: Bilingual project secretary and translator (English and Danish) in a French/English company sub-contracted to erect the steel superstructure of the Storebælt East Bridge.
- 1995-1996** **Great Belt Contractors, Halskov**
Job position: Bilingual secretary and translator (English and Danish) in a German/Dutch/Danish joint-venture sub-contracted to carry out the concrete substructure on the Storebælt East Bridge.
- 1994-1995** **HV-Contractors A/S, Slagelse**
Job position: Trilingual secretary and translator (English, German and Danish) in a contracting company that mainly constructed buildings for the food business, e.g. slaughterhouses, cooling and freezing stores, dairy plants and power stations, all over the world.
- 1994** **E. Pihl & Søn**
Job position: Bilingual secretary (English and Danish)
Temporary position at the Statoil Refinery construction site in Kalundborg.
- 1994** **Kay Borch's Eftf., Slagelse**
Job position: Freelance translator (Danish into English and German)
Client: Manufacturer of textiles and clothes for the hospital sector.
- 1990-1993** **Westrup A/S, Slagelse**
Job position: Trilingual secretary and translator (English, German and Danish) in engineering company which manufactures grain and seed cleaning and sorting machines for the agricultural industry, etc.
- 1987-1989** **Danish Handball Association, Brøndby**
Job position: Trilingual secretary and translator (English, German and Danish).

CURRICULUM VITAE

Page 3/3

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Educational background:

- 2003** MA in translation and interpretation in English from the Copenhagen Business School
Final year dissertation: "Wales – An Independent State in 2025?"
- 2000** BA supplementary diploma in technical and legal English from the University of Southern Denmark
- 1987** Degree in business languages in English and German from the Slagelse Business School

Computer skills:

- Microsoft Office 2016
- SDL Trados Studio 2017
- Adobe Acrobat XI Standard

Miscellaneous:

- Certified as a translator and interpreter in English by the Danish Commerce and Companies Agency
- A member of Danish Authorised Translators and Interpreters (DT)

Capacity:

- Translation capacity of about 2,000-2,500 words per day depending on the text's degree of difficulty
- Able to work at short notice
- Deadlines are *always* met