

Minna K. Earland

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An MA-Degree qualified Translator and Interpreter with a proven track record within B2B environments, specialising in wood processing, machine automation, computer software, medical & marketing texts.

Strong business acumen for driving own translation business, & providing support for client businesses.

Quality and attention to detail, with strong commercial, communication and business-level presentation skills.

Experience of professional service delivery, office management, translation & proof-reading services, marketing databases, marketing material, communication plans, coaching, computer literacy, quality standards, financial awareness, organisational skills and support services within leading-edge markets.

Key Career Achievements & Assignments Include

- Ø Successfully & developed managed marketing materials for an expanding marketing company in Finland
- Ø Competently established, developed & managed own freelance translation business for over 14 years
- Ø Delivered major translation projects to large Finnish companies, including TietoEnator, Metso, Plandent
- Ø Successful management of client databases to deliver key data requirements to management teams

Professional Experience

TRANSLATOR: Self-employed business

1992 to Date

Responsible for the provision of language translation, proof-reading and marketing support services with tier 1 and tier 2 customers, delivering business-level translations within high-quality commercial environments.

- Established translation support services business, including sales, marketing & business development
- Focused on developing a profitable, self-sufficient small business, delivering Finnish-English translations
- Developed ongoing relationships with a portfolio of existing customers, in addition to securing new clients
- Negotiated project / assignment terms-of-reference with client / customer senior-level management teams
- Provided proof-read English & Finnish texts, including the creation of product texts and marketing material
- Worked closely with other specialist translators in the delivery of successful business translation projects
- Developed expert knowledge in understanding complex texts in IT, engineering, media & contracts sectors
- Increasingly specialised in provision of high-level translation services within technology & medical markets
- Provided commercially important translations to processing, software and dental equipment customers
- Created an MS Access database, providing coherent use of terms throughout client's documentation set
- Successfully managed small projects, working with multiple, multi-lingual translators & support personnel

MARKETING DEPT LANGUAGE CONSULTANT: JDA International Ltd

2006 contract

- Responsible for provision of translation services, including updating marketing for Scandinavian markets
- Appointed as Language Consultant to deliver enhanced multi-lingual marketing databases & support tools
- Focused on top-level communications with major clients, gathering correct information and requirements
- Successfully updated internal databases & marketing collateral, supporting long-term business expansion

PA TO MANAGING DIRECTOR: Calonius Oy

1990 to 1994

- Responsible for the effective provision of top-level administration and commercial support to the MD
- Appointed to deliver marketing studies and advertising strategies, focused on the Finnish medial sector
- Focused on development, maintenance and management of the client / marketing materials database
- Effectively managed the company database for client marketing facilities, invoicing materials and support
- Supported increased business profitability, supporting marketing, sales & business development initiatives

Professional Experience (Continued)

SUPPLY TEACHER: Turku Education Authority, Finland

1995 to 1997

- Appointed as a Supply Teacher, providing teaching and education for secondary and sixth-form schools
- Focused on delivering educational courses in Finland to students studying English, Finnish & Swedish

Key Skills, Business Experience & Capabilities

Delivery of Translation Services

Record Database Management

Quality Translation Deliveries

Strong Presentation Skills

Strong Communication skills

Entrepreneurial business acumen

Computer Literate

Automation translation texts

Attention to detail

Medical translation texts

Self-motivation

IT translation texts

Freelance translator

Freelance teacher

Qualifications, Accreditations and Professional Development

- Personnel Management - Finnish Open University (Currently Studying)
- MA Master of Arts Degree (Fin FK) in Translation Studies
- Attended University of Turku (Finland) Department of Translation Studies
- Delivered Thesis 'Translation of Children's Literature & The Problems of Cross-Cultural Communication'
- Awarded Magna Cum Laude Approbatur
- Professional specialisation in medical translation
- Studies in Translating & Interpreting _ University of Joensuu
- Language skills: Finnish (Native), English (Fluent), Swedish (Competent) and French (Basic)

Personal Information

Driving Licence

Full, UK

Nationality

Finnish

Interests

Interests include horse riding, reading and skiing.