

Jan Henrik Hellweg Steffensen

Translator/ Editor

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Haakon den Godes vei 21, 4633 Kristiansand, Norway

Languages: **ENG < > NOR** (Fluent in spoken German, competent in written German)

Specialization: Medical (general), Subtitling, Certificates, Diplomas, Basic Communications

Strong Interest: IT, Telecommunications, Publications, Travel and Tourism

CAT Tools: SDL Trados 8.2, SDL MultiTerm 2007, SDL WinAlign 8.0, SDLX 2007, Logoport 5.1, Deja Vu X, RC-WinTrans X8

Software/Hardware: Windows XP, MS Office 2003, Beyond Compare 2, Adobe Acrobat Professional 6.0.

Work experience:

2008-2009 Eriksen Translations Inc., Brooklyn, New York
6-month internship, completion at the end of April 2009.
Tasks include translation, editing and project management. Concrete examples of this would be working extensively with the CAT Tools and software listed above, organizing company vendor databases to reflect the newest information and providing translation, editing and quality assurance on projects for major business clients such as Skype, Caterpillar and Toshiba.

2005-2008 Vest-Agder County Museum, Kristiansand, Norway
Seasonal worker.
Proof-reading and translation of exhibit information in German and English. During my time, I among other things translated information plaques that later would serve as information on exhibits for museum visitors who do not speak Norwegian.

Education:

2005-2008 University of Agder (UiA), Kristiansand
Translation Studies - English, Bachelor Program

2006-2007

University of Surrey (UniS), Guildford, UK

Year 2 of UiA's Bachelor Program for Translation Studies - English

2000-2003

Kristiansand Katedralskole, Kristiansand Norway

Upper secondary school w/ English as major area of study.

Personal skills:

Perceptive, Good team worker, Patient