

## PROFILE

Freelance IoL-certified Norwegian > English (UK) translator specialising in social and life sciences, business, and technical texts.

Broad transcription and timecoding experience.

Two years of translation experience and several years in administrative and commercial roles.

An adventurous and enthusiastic traveller who has lived in India, England, Norway and Singapore.

## TRANSLATION EXPERIENCE

Examples of topics and projects I have completed:

### Translation

- Business: Financial documents, contracts and licence agreements
- Technical: User manuals, tenders, project specs
- General: 27,000 word Arts & Crafts book

### Transcription / Timecoding

- Social Science: Interviews for TV documentaries
- Medical market research transcription (pharma)
- Timecoding of a range of video material for subtitles and voiceovers.

- Kiva (non profit) – Spanish volunteer translator

## EDUCATION

**January 2012: IoL Certification: NO>EN** – Passed General, Technical and Social Science

**2003–06: Bachelor of Psychology (BA) – 2:1**  
University of Sussex, England

**2003–06: Spanish**  
University of Sussex, England

## WORK EXPERIENCE

**January 2012 – Present: Communications Manager**  
Banking With The Poor Network, Singapore (NGO)

**April 2011– January 2012: Demurrage Manager**  
Eitzen Chemical Singapore Pte Ltd., Singapore

**Nov 2008 – March 2011: Shipbroker**  
Inge Steensland Shipbrokers, Oslo and Singapore

**2006–2008: Secretary / Office Administrator**  
Sea Production Management AS. Oslo, Norway

## PERSONAL SKILLS

- Independent and proactive
- Thorough and structured with an eye for detail
- Naturally inquisitive and intuitive
- Highly organised and efficient
- Sociable and easy-going

## PRACTICAL SKILLS

### Languages

- English – Mother Tongue
- Norwegian – Fluent
- Spanish – Business

### Written Communication

- Proofreading and Copy Editing:
  - The Writers Bureau: Proofreading and Copy Editing home study course
  - Office experience translating, formatting and editing documents

### Computers and Software

- Wordfast Pro CAT tool
- Inqscribe (transcription/subtitling)
- Microsoft Office and iWork for Mac
- Proficient internet and social media user

### Business

- Comfortable working to deadlines
- Adept at managing multiple tasks simultaneously
- Interest in and awareness of current affairs
- Negotiation and mediation
- Confident interacting with and managing others
- Professional and positive attitude

## ACHIEVEMENTS AND ACTIVITIES

### ICS Shipping Examinations

- Baltic Exchange Prize Winner 2008 – Shipping Law
- Exam Distinctions
  - Shipping Business
  - Legal Principles in Shipping

### YoungShip

- **Board Member**, YoungShip Oslo, 2009–10  
Events, sponsorship, website and member services.
- **Board Member**, YoungShip Singapore, 2010–2012

### Interests

Yoga, international cinema, reading, psychology, scrabble, theatre, exploring cultures and countries