

# UNNA GODMAN

Freelance translator  
English and French to Swedish  
Native Swedish speaker based in Sweden  
Member of SFÖ (The Swedish Association of Professional Translators)

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VAT registered business.

## FREELANCE TRANSLATOR

2011-02-01 –

Translation, proofreading and editing of English and French professional language texts into Swedish, proofreading and editing of Swedish texts

## PROFESSIONAL PROFILE

All types of HR texts, general technical texts and IFUs, medical equipment, marketing material, education material, fashion/retail, power generation

## EMPLOYMENTS

### **Project management/Customer relations assistant at Kommunicera Communications**

2008-04-01 – 2011-02-28

Management of translation projects, preparing documents for translation (i.e conversions between different word processing programs and DTP programs). Customer service and contact with translators. Management of term lists, TM maintenance, proofreading/DTP check of documents.

### **Country Manager for Solten Group**

2013-01-01–3013-06-14

Main contact person for the company's local client in Sweden

## CAT TOOLS/SOFTWARE

Familiar with: Memoq, Windows Vista, Microsoft Office, PDF Transformer. File formats and conversions of: xml, .doc, PDF, HTML, InDesign and OpenOffice files into CAT-compatible formats

## EDUCATION

### **University of Gothenburg, Sweden**

2006-08-25 - 2008-06-01

Professional translator program, source languages English and French  
Bachelor's degree in professional translation

### **Lund University, Sweden**

2004-08-01 - 2006-06-01

English, A and B courses  
French, A and B courses

### **Other language studies:**

Spanish in Salamanca, Spain

2002-09-01 – 2002-12-01

The "One year in France" program, one school year in a French Upper Secondary School

1999-2000

## SOFTWARE RESOURCES

Memoq, Office 2010, Windows Vista. File formats: Framemaker, InDesign, XML, Trados bilingual files, PDF, RTF, .SVG, TTX, HTML, all Windows Office file types, OpenOffice. Primary CAT tool: Memoq