

# ***CURRICULUM VITAE***

## **PERSONAL DATA**

- ❖ Name Liljander-Seppälä, Paula Sisko Katriina
- ❖ Date and place of birth 3<sup>rd</sup> May, 1976, Valkeala, Finland
- ❖ Address Seppäläntie 52, 36120 Suinula, Finland
- ❖ Marital status Married, two children
- ❖ Phone number +358 400 994 248
- ❖ E-mail paula.liljander-seppala@sanastus.com
- ❖ Skype paulaliljanderseppala
- ❖ Web page www.sanastus.com

## **EDUCATIONAL RECORD**

- ❖ Tampere polytechnic 09/2003 - 03/2004
  - Technical Writer course. Main subjects technical writing, technical writing tools, web publishing and translation.
  - Course included two months of practical training which I did at Nokia.
- ❖ Tampere University 1996 - 2002
  - Master of Arts
  - Main subject German translation, specialized in technical texts and European Union.
  - Minor subjects: Marketing, Management and Organization, English Translation, Finnish Language and Education
- ❖ Folk high school: Savonlinnan kristillinen opisto 1995 - 96
  - Subjects: German, French, English, Communications and European music and cultural history
- ❖ Finnish high school: Valkeala 1992 - 1995

## **WORK EXPERIENCE RECORD**

- ❖ Freelance translator, Communication Service Sanastus 05/2011 –
  - Freelance translator, proofreading and translation of texts (e.g. technical, EU, IT, marketing) from English and German into Finnish.
- ❖ OptoFidelity Ltd, 11/2010 – 06/2011, later occasionally until 11/2013
  - Marketing assistant. Writing, proof-reading and translation of technical texts (FI/EN/DE), updating and planning of marketing materials (PowerPoint demonstrations, brochures etc.), and updating and writing content to Internet and intranet.
- ❖ Maternity leave, 12/2007 – 11/2010
- ❖ Nokia PLC, 01/2004 – 03/2008
  - Trainee (2 months) and maternity leave substitute of localization coordinator. My tasks included localization (gathering localization kit, checking the source and target files, writing work orders and instructions, budgeting, invoice handling), publishing of end user documentation and project management. This job included lot of co-operation with various stakeholders.
- ❖ Finn-Power Ltd, 06/2002 – 08/2003
  - Translation and proof-reading of technical texts ((FI/EN/DE) for sheet metal machinery.
- ❖ Tampere Conference Service Ltd, 03/2001 – 01/2002
  - Trainee, organization of international conferences.
- ❖ Tampere Congress and Export Service TAVI Ltd, 1 month/2000
  - Assistant in three international conferences.

## INTERNATIONAL EXPERIENCE

- ❖ Localization coordinator 2006
  - Localization coordinator at Nokia in Dallas, USA, for North and South America region, 3 months (maternity leave back up).
- ❖ Exchange student 1998-99
  - Exchange student in Johannes Gutenberg-Universität Mainz, Germany, winter and summer semesters in 1998-99.
- ❖ Language course 1998
  - Language course in Cologne, Germany, two weeks.
- ❖ Restaurant work 1997
  - Restaurant work in Berggasthof Alpenblick, Schluchsee, Germany, two months.

## LANGUAGE SKILLS

- |           |               |
|-----------|---------------|
| ❖ Finnish | mother tongue |
| ❖ German  | excellent     |
| ❖ English | excellent     |
| ❖ Swedish | good          |
| ❖ French  | basic         |
| ❖ Russian | basic         |

## COMPUTER SKILLS

- ❖ Windows 2000/XP/2007/7
- ❖ MS Office 2007, 2010
- ❖ Translation memories (Trados 2007, Trados Studio 2011, SDLX, Passolo, Across, memoQ 2013)
- ❖ Internet (MS Internet Explorer, Firefox)
- ❖ E-mail (e.g. MS Outlook, Thunderbird)

## INTERESTS

Sports, literature, music and gardening.

## REFERENCES

- ❖ Virpi Makkonen, Localization team manager, Nokia PLC, Tel. +358 40 731 8624, E-mail: [virpi.makkonen@nokia.com](mailto:virpi.makkonen@nokia.com)
- ❖ Taina Kangastupa, OptoFidelity Ltd, Tel. +358 50 555 1158, E-mail: [taina.kangastupa@optofidelity.com](mailto:taina.kangastupa@optofidelity.com)