

Julie Skaaby

Translator and editor with a Master of Arts in English and Translation from University of Copenhagen and 9 years of experience with translation and editing

Experience with SDL Trados Studio and Google Toolkit as well as subtitling and captioning software



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ACADEMIC QUALIFICATIONS

2007 to 2012:

Master of Arts in English Studies with Profile in Translation Studies from the University of Copenhagen

2003 to 2007:

Bachelor of Arts in Cultural Encounters from Roskilde University

MY OWN TRANSLATION AGENCY

In 2013 I started my own company, *Betweenwords*, which has allowed me to work part time as a translator. Some of the projects I have worked on are:

- Translation from Danish to English of brochures, contracts and newsletters about pension and insurance for Aon Denmark.
- Translation, editing and recording of messages in Danish and English for the IT department at the University of Copenhagen
- Translation from English to Danish of web content for Booking.com

Languages

Danish: Native speaker
English: Fluent

WORK EXPERIENCE

From 2014

Part time Service Coordinator at KONE A/S

- Administrative assistance with contracts, invoices, rapports etc.
- Online surveillance of elevator alarms
- Coordination and assistance in emergency situations

2009 to 2014

1st line supporter at University IT, University of Copenhagen

- Support of administrative systems and intranet
- Communication with users and employees

2008 to 2009

Part time administrative work for Post Danmark Team Porto and Malling Beck Office Supplies

- Data entry in Excel
- Filing, archiving and other ad hoc duties
- Correction of addresses on letters and packages