

PORTFOLIO

June 19
2023

Freelance translator, proofreader, editor and publisher's first reader.

What can I do for
you?

Who am I?

I'm passionate about three things: crime fiction, languages and the craft of writing.

It all started when I read my first crime fiction book as a child. The fact that Robert Arthur could attract me just by using his words took me by surprise, and I instantly knew that I was going to spend my life studying languages and the hard work behind the next bestseller.

But it wasn't until a friend of mine said 'why don't you start your own business, since you help people with their work all the time anyway?' that I actually decided to wrap up all of my knowledge and help people out doing what I love. Since September 2011, I've had my own freelance business.

Current

Self-employed blogger, translator, editor, proofreader and publisher's first reader specialized in the following areas: book manuscripts (fiction, non-fiction), essays, technical and medical manuals and instructions.

All clients have different needs but my main role is and will always be to make authors manuscripts as good as they can be, to return a flawless translation and/or proofreading projects.

Main strengths

My determination to meet deadlines, to always put the clients and their needs first and to deliver quality work.

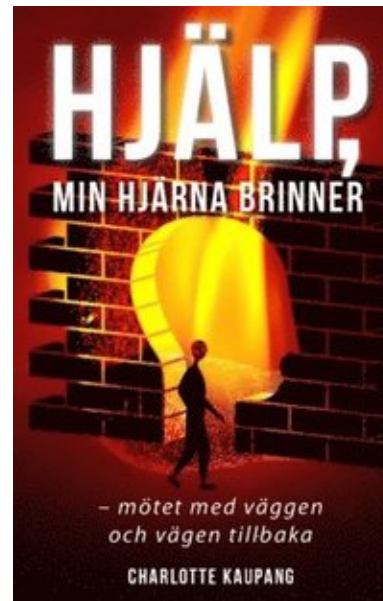
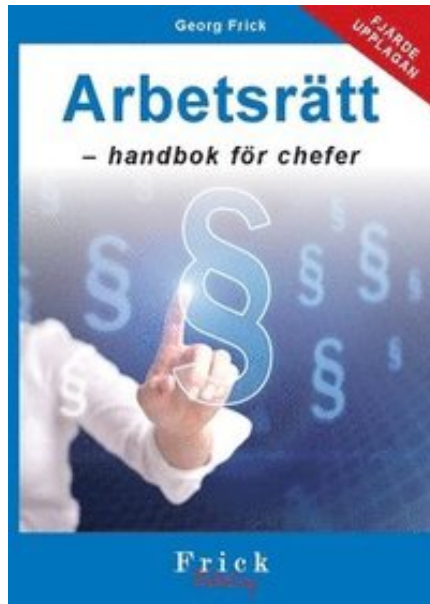
For relevant employment history, see page 7.

Abstract from a recommendation letter

'She proved her skills and abilities in almost 380 projects regarding translation/proofreading from English/German to Swedish. [...] demonstrated high-level proficiency in such areas of translation as Technical/Engineering (118 projects), IT (8 projects), Marketing (23 projects), etc.

Taking into account [...] professional qualifications, I would have no hesitation in recommending her for any project she may be under consideration.'

Selection of books I have worked with as an editor



Sample translations

5	Refuel if necessary (see "Refuelling").	99%	Tanka vid behov (se "Tanka").
6	ENGINE OIL LEVEL	100%	OLJENIVÅ I MOTORN
7	Check the level in the sump through the sight glass; top-up if necessary (see "Checking the engine oil level").	CM	Kontrollera nivån i sumpen genom besiktningsglaset; fyll på vid behov (se "Kontrollera motoroljenivån").
8	BRAKE AND CLUTCH FLUID	CM	BROMS- OCH KOPPLINGSVÄTSKA
9	Check liquid level in the corresponding reservoirs (see "Checking brake and clutch fluid level").	CM	Kontrollera vätskenivån i motsvarande behållare (se "Kontrollera broms- och kopplingsvätskenivån").
10	COOLANT	CM	KYLARVÄTSKA
11	Check the level of coolant in the expansion reservoir; top-up if necessary (see "Checking and topping up the coolant level").	CM	Kontrollera kylvätskenivån i expansionskärl; fyll på vid behov (se "Kontrollera och fylla på kylvätskenivån").
12	TYRE CONDITION	CM	DÄCKENS TILLSTÅND
13	Check tyre pressure and condition (see "Tubeless tyres").	CM	Kontrollera däcktryck och slitage (se "Slanglösa däck").
14	CONTROLS	CM	KONTROLLER
15	Work the brake, clutch, throttle and gear change controls (levers, pedals and twistgrip) and check for proper operation.	CM	Aktivera broms-, kopplings-, gas- och växelskontroller (spakar, pedaler och gasreglage) och kontrollera att de fungerar korrekt.
16	LIGHTS AND INDICATORS	CM	LJUS- OCH BLINKERS
17	Make sure lights, indicators and horn work properly.	CM	Kontrollera att lampor, blinkers och signalhorn fungerar korrekt.
18	Replace any burnt-out bulbs (see "Replacing headlight light bulbs").	CM	Byt ut utbrända glödlampor (se "Byte av strålkastarnas glödlampor").
19	KEY LOCKS	CM	NYCKELLÅS
20	Check the tightening of the filler plug (see "Filler plug").	CM	Kontrollera åtdragningen av påfyllningspluggen (se "Påfyllningsplugg").
21	STAND	CM	STÖD
22	Make sure side stand operates smoothly and is in the correct position (see "Side stand").	CM	Kontrollera att sidostödet fungerar och är korrekt placerat (se "Sidostöd").
20	AVOID INJURY OR DEATH	100%	UNDBIK-SKADA OCH DODSFALL
21	Batteries contain acid which burns eyes and skin on contact.	100%	Batterier innehåller syra som orsakar brännskador på ögon och hud vid kontakt.
22	Wear goggles, protective clothing and rubber gloves to keep acid off body.	100%	Bär skyddsglasögon, skyddskläder och gummihandskar för att inte få syra på kroppen.
23	In case of acid contact, wash immediately with water.	100%	Skölj omedelbart av med vatten om du kommer i kontakt med syra.
24	In case of eye contact get prompt medical attention and wash eye with clean, cool water for at least 15 minutes.	100%	Om du får syra i ögonen måste du omedelbart uppsöka läkare och skölja ögonen med rent, kallt vatten i minst 15 minuter.
25	If electrolyte is taken internally drink large quantities of water or milk!	100%	Om du råkar få i dig elektrolyt ska du dricka rikligt med vatten eller mjölk!
26	DO NOT induce vomiting.	98%	Framkalla INTE kräkning.
27	Get prompt medical attention.	100%	Sök läkarhjälp omedelbart.
28	W-2065-0807	100%	W-2065-0807

Ongoing projects

- ✓ *Translation of technical documents within the automotive industry*
- ✓ *Editor of a manuscript that will be published in September 2023*

Proofreader of:

- ✓ Essays
- ✓ Book manuscripts
- ✓ Application letters
- ✓ Theses
- ✓ Short stories
- ✓ Etc.

Other projects:

- ✓ Translation of *Soldat bis zum letzten Tag* by **Albert Kesselring**
- ✓ Publisher's reader of *Kristalläpple* by **Ebba Range**
- ✓ Publisher's reader of *Den mörka fläcken inuti* by **Maria Edgren**

Fields of expertise:

Automotive, general/industrial engineering, mechanics, medical, interfaces etc.

Examples of regular translation experience:

- ✓ Translation of manuals for e.g. airbags, software, sensors, ABS-systems, paintwork etc. for cars of all kinds and sizes
 - ✓ Translation of highly technical manuals of e.g. energy plants, devices/vehicles and telescopes
 - ✓ Technical translation of operating and maintenance manuals for forklift trucks, snowblowers, gardening tools, sky lifts, DCU-systems, kitchen appliances, dentist units etc.
 - ✓ Translation of documents regarding travel, IT, motorbikes, etc.
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Capacity:

- ✓ Translation: approximately 4 000 – 5 500 words/day
- ✓ Proofreading: approximately 12 000 words/day

Employment History

2017 – 2019

I read and comment on manuscripts before they turn into an “actual” book as a publisher’s reader for Modernista (a leading publishing house in Sweden)

2011 - present

Self-employed freelance translator, editor, proofreader and publisher’s first reader.

Softronic Dokumenthantering AB

2009 – 2011

Sorting, scanning and registration of documents and invoices.

Hornavanskolan

Semester autumn 2007 – spring 2008

I worked as an Italian teacher and I taught Italian at three different levels: step 1 – step 3. Mentorship was also included in my duties.

Arjeplog Lappland Besöksservice AB

2005 – 2007

I worked as a Booking- and Finance Manager at the Tourist Office in Arjeplog.

Main duties:

- ❖ Making reservations of hotels, private houses, hostels and activities.
- ❖ Responsible for renting out private homes to winter vehicle testing guests from Germany, Italy, England, USA, Korea, Japan, France among other countries.
- ❖ First hand contact with the winter testing guests
- ❖ Bookkeeping

Hornavanskolan

Semester autumn 2001 – spring 2002

I worked as an Italian teacher alongside my work at Hotell Silverhatten AB. I taught Italian at three different levels: step 1 – step 3.

Hotell Silverhatten AB

1999 – 2003

I worked as a Receptionist- and Finance Manager.

Relevant duties:

- ❖ Translation services when needed
- ❖ First hand contact with the coordinators at three of the biggest German car companies

Languages:

- ✓ Swedish (Mother tongue)
- ✓ English (Proficient in speech and writing)
- ✓ German (Proficient in speech and writing)
- ✓ Italian (Proficient in speech and writing)

Education:

- ✓ Bachelor in German
- ✓ Bachelor in Italian

Software:

- ✓ Microsoft Office
- ✓ SDL Studio2021Freelance
- ✓ Windows 10
- ✓ Across (Web)
- ✓ MemoQ
- ✓ Phrase

Praise:

- ✓ “We love you, you must never stop working as a translator, then we might as well quit and change job”
- ✓ “Annika is one of the most reliable Swedish linguists we ever worked with. Highly recommended!”
- ✓ “Good translations and advises in a timely manner. Thank you, Annika.”
- ✓ “Annika is a great translator to cooperate with - easy to communicate, the job is always on time and the quality is good as well.”