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JANE BERNTSEN Translation

Professional translation of documents for business and individuals. High quality and quick, on-time delivery, good language understanding and correct grammar ensured.

Experienced freelance translator with 24 years of using English as the main language of communication, daily translating into Norwegian.

Languages English, Swedish and Danish to Norwegian.

Main fields of experience Instruction/user manuals.
Terms and conditions (agreements, contracts)
Automotive
Transcription
Transcreation
User manuals, handbooks (instructions manuals)
Sales material, brochures, policies, and procedures (product catalogues, campaign materials, employee/work policies)
Guides, training material
Proofreading of novels
Marketing, website content, general

Work experience Translator
Language lead
Hotel – front office and congress manager, (English as main work-language)
Self-employed – tourism
Product manager, environmentally friendly household products, sustainable personal care products (English as main work-language)
Vendor manager (taking care of vendors globally), (English as main work-language)
Sales & Marketing (Translating campaign folders, marketing material, product catalogues etc to Norwegian)
HR-management (Translating training material, agreements, handbooks)

Skills Trados, Memsource, Across, XTM, various CAT-tools.
Studied marketing, brand management, tourism, literature, legal subjects (secretary), HR-management.