

# CV – Charlotte Hansen

**Address and phone** Storenørvej 29, 8340 Malling, Denmark | +45 22 55 79 21

**E-mail** [mail@lyngemedia.dk](mailto:mail@lyngemedia.dk)

**Birthday** 28-11-1966

**Marital status** Married to Verner Lynge Nielsen  
1 son, Alexander, 17 years



---

## Professional experience

2018 – Lyng Media  
**Owner**

- Translation (English ↔ Danish)
- Proofreading & reviewing
- Copywriting

2011 – 2018 JS World Media A/S

### **Project Manager – HR, Business Guidelines & Academy**

- Translation (sales and marketing texts, technical IT texts, training material)
- Terminology management (term base creation and maintenance)
- Copywriting (newsletters, website texts, training material, etc.)
- Technical writing (user guidelines for software solutions: online help, guides)
- Project management (including large translation projects)
- Team leadership
- Recruitment
- Leader development
- Business process development
- Event management

1998 – 2011 CCI Europe A/S

### **Translator and Technical Writer**

- Translation (sales and marketing texts, technical IT texts, training material)
- Terminology management (term base creation and maintenance)
- Project management (including large translation projects)
- Copywriting (intranet texts, training material, etc.)
- Technical writing (user guidelines for software solutions: online help, guides, screen texts)

1995 – 1998 Kommunedata (now DXC Technology)

### **Project Coordinator**

- Translation (sales and marketing texts, technical IT texts, training material)
- Interpretation
- Terminology management (term base creation and maintenance)
- Administration of EU IT development projects
- Event coordination

1994 – 1995 Tele Danmark (now TDC)

### **Data Operator & Documentation Specialist**

- Data operator
- Editor of documentation material

# CV – Charlotte Hansen

---

## Education

- |             |  |
|-------------|--|
| 1991 – 1994 | Aarhus School of Business and Social Science                 |
| ▪           | Master in Business Languages (cand.ling.merc.) (English)     |
| 1988 – 1991 | University of Southern Denmark, Odense                       |
| ▪           | Bachelor in Business Languages (English and German)          |
| 1982 – 1985 | Horsens Statsskole (high school)                             |
| ▪           | High School Diploma (specialized in languages, incl. French) |

---

## Courses

- |                  |  |
|------------------|--|
| 2014 (December)  | Copenhagen   |
| ▪                | Situational Leadership I and II – CfL (Center for Ledelse)<br>(Certified trainer in Situational Leadership (SLII)) |
| 2014 (September) | Aalborg  |
| ▪                | 4MAT Mastering Training Design – 4MAT<br>(Certified trainer in 4MAT)   |
| 1998-2010        |  |
| ▪                | Several language and writing courses   |

---

## Working abroad

- |                       |                          |
|-----------------------|--------------------------|
| 1994 (January – July) | Boston, USA              |
| ▪                     | Writing my master thesis |
| 1988 (January – July) | Lörrach, Germany         |
| ▪                     | Kitchen Assistant        |
| 1985 – 1987           | Boston, USA              |
| ▪                     | Au pair                  |