



Ditte Borg Nielsen

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Language combinations

Native language: Danish

- English-Danish
- French-Danish

Rates for translation

(Please disregard if not relevant for CdT)

- Engelsk-dansk: 0,80 DKK/source words
- Fransk-dansk: 0,85 DKK/source words
- Minimum fee: 150 DKK

Education

CAND.LING.MERC.

Master's Degree in Business Language and International Business Communication in French:

ARTS – 2019

AARHUS UNIVERSITET, Aarhus C

Bachelor's Degree in International Business Communication in French and English: BSS –

2017

AARHUS UNIVERSITET, Aarhus C

Professional experience

COMMUNICATIONS MANAGER – 08/2022 to 09/2023
NORTHLANDS APS, ÅRHUS C

- Internal and external communication
- Responsible for copywriter team
- Project management, planning, and coordination internally and externally
 - Keywords analyses, market research, content planning
- On-site SEO, copywriting, quality assurance, and proofreading
- Hiring, training, and mentoring new copywriters

COMMUNICATIONS OFFICER – 07/2020 to 08/2022
NORTHLANDS APS, ÅRHUS C

- SEO copywriting in Danish and English
- Keyword analyses
- Quality assurance and proofreading

Translation of on-site texts from Danish to English

INDEPENDENT TRANSLATOR – 01/2020 to now
BORG TRANSLATIONS

- Translation from English to Danish and French to Danish of user manuals, marketing material, educational material, internal guidelines, etc.
- Affiliated to Danish and international bureaus

STUDENT WORKER – 01/2018 to 12/2019

WORLD TRANSLATION, Tilst

- Quality assurance, proofreading, and end control of translations
- Internship: responsible for starting-up smartQuery and producing user manuals in English

CAT Tools

- Trados Studio
- MemoQ
- XTM
- Across
- Across CrossWeb

Primary fields

- Marketing, PR, and advertising
- Technical translation – mainly brochures, user manuals, and the like
- Tourism, travel
- Fashion, lifestyle, food, gaming
- I am used to getting new fields of translation all the time!

Other:

- Extensive experience with SEO, including meta data, and copywriting in both Danish and English

Personal interests

YOGA, WEIGHT TRAINING, AND HIKING – it gives me surplus energy physically and mentally

READING – I love a good book and often explores new genres in different languages

FAMILY AND FRIENDS – I renew my energy for the week ahead by spending time with friends and family

CREATIVE PROJECTS – My mind relaxes with knitting, crocheting, sewing, painting, etc.

Languages

DANISH – fluent in both spoken and written

ENGLISH – fluent in both spoken and written

FRENCH – basic proficiency in both spoken and written

Internship

March-July 2019, Blue Book Trainee in the Danish Translation Department of the European Commission in Luxembourg

- 5 months' internship in Luxembourg outside of my studies
- Translation from English and French to Danish of different texts in the fields of consumer protection, health, employment, education, training, statistics, internal European market, and enterprise policy

IT skills

MICROSOFT OFFICE – proficient and experienced user of Word with basic skills in Excel

TRAKTOR (SEO tool) – proficient and experienced user

CLICKUP – proficient and experienced user of planning features

INDESIGN, PHOTOSHOP, AND ILLUSTRATOR – limited experience

CHATGPT – proficient user – SEO and communication tasks