

Annemette Bovbjerg Thøgersen

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Personal Summary

Knowledgeable and reliable professional, who is highly motivated towards growing and increasing experience in the field of translation and transcription. Fluent and able to read, write and communicate orally in both Danish and English and proven ability to translate written documents between the two languages. Have received training in transcription and have extensive experience in transcribing various kind of interviews. Have achieved both high academic education in Danish and English and work experience as well in various English speaking countries and in Denmark, therefore, possess knowledge of cultural and regional variations. Quick learner who can absorb new ideas and have excellent communication skills, thus, able to adapt communication style to targeted audience. Specialized areas include anthropology, climate change, travel, society, environment, development, sustainability, religion, disaster (management), resilience, and culture. Would like to work as a freelance translator and transcriber for a successful and ambitious company that offers great opportunities for career development and progression.

Relevant Work Experience

Action Against Hunger, Manila, Philippines

Disaster Risk Reduction and Resilient Livelihoods Officer | 3rd of July –

- Writing reports, policies and technical documents in English
- Promoting greater mainstreaming of disaster risk management in projects and on mission level
- Support the contingency planning process through the Emergency Preparedness and Response Plan
- Supporting the improvement of Action Against Hunger's mission capacity and technical knowledge in resilience livelihood programming

Danish Muslim Aid, Copenhagen, Denmark

Project Employment: Project Manager – Sustainable Strategy and Project Planning | 11th of March – 17th of May 2019

- Proofreading on the organisation's official documents in both English and Danish
- Translating documents between English and Danish
- Evaluating programmes and supporting the development of a new programme strategy with a focus on sustainability and long-term results
- Developing and conducting workshops on supporting sustainable project outcomes
- Interviewing partner organisations and analysing data to assess learning outcomes of Partner Seminars
- Developing country profiles for targeted countries

ICCO Cooperation, Online

EU Aid Online Volunteer: DRR Mainstreaming Assessment of Implemented Humanitarian Programs | 18th – 25th of March 2019

- Analysing DRR measures in final reports of ACT Alliance Appeals issued in 2018 and identifying best practices on planned DRR measures
- Developing report with findings

International Federation of Red Cross and Red Crescent societies (IFRC) Country Cluster Support Team, Port of Spain, Trinidad and Tobago

Intern, Resilience Programme | 15th of August – 9th of November 2018

- In charge of the development of a regional DRR Information Dashboard
- Reviewing different plans and projects, e.g. *The Green Response Project* and *The 2019 Resilience Cluster Country Plan*
- Reviewing and updating the Damage Assessment and Needs Analysis (DANA) forms employed by National Societies
- Analysing data from a Zika Virus knowledge, attitudes and practices (KAP) assessment
- Completed IFRC's Preparedness for Effective Response (PER) Facilitators' Training; Tool for assessing National Societies' emergency response capacity

CARAS con Causa, Cataño, Puerto Rico

Conservation of wetlands and mangroves and clean-up after Hurricane Maria (volunteer) | 11th – 30th of May 2018

Oxfam GB, Coventry, UK

Emergency Fundraising Coordinator (volunteer) | October 2017 – July 2018

- In charge of starting an emergency response collection team in Coventry
- Coordinate collections as the team leader
- Promote volunteer positions

Volunteers Initiative Nepal (VIN), Kathmandu, Nepal

Intern, Disaster and Risk Management | 15th of August 2016 – 18th of November 2016

- Proofreading of the organisation's official documents in English
- Responsible for the NGO's disaster and risk management department
- Conducted an assessment project of the NGOs' temporary houses built after the earthquake, and provided recommendations for improvements of the current houses and future similar projects
- Developed an educational campaign and educated 200 people on what to do before, during, and after hazards
- Created a disaster preparedness and response plan for VIN

Education and Qualifications

Coventry University, UK, MSc Disaster Management | September 2017 – September 2018

Key modules: Disaster and Emergency Planning, Communities – Approaches to Resilience and Engagement, Disaster Risk Reduction and Development | GPA: Distinction

Dissertation: Are Communities' Own Reconstruction Priorities Sustainable? A Case Study of Hurricane Maria Survivors in Puerto Rico

- Creating a conceptual framework for sustainable reconstruction
- Applying the framework on collected empirical data in Puerto Rico to assess whether the locals' reconstruction priorities in Puerto Rico are sustainable

Coventry University, UK, Global Leaders programme, extracurricular | September 2017 – August 2018

Extracurricular programme designed to develop future leaders in our global world system through workshops, speaker events, international experience, and international networking.

Key elements: Leading Change, Managing Communications, Leading and Managing Teams, Networking Workshop

Aarhus University, Denmark, BSc Anthropology | September 2013 – July 2016

Key modules: Catastrophes and Cultures, Ethnographic Practicum, Anthropological Analysis, Communication Project | GPA: 8,55 (Danish 7-Point Scale)

Dissertation: The Earthquake Management of Japan – An Anthropological Understanding of the Japanese Management of Disastrous Events

University of the Sunshine Coast, Australia, semester abroad | Spring semester 2016

Key modules: Climate Change Adaptation, Foundations of Sustainability, Green Justice, Intro to Development Studies | GPA: 86% – High Distinction

Skills

Languages: Fluent written and spoken English and Danish | Upper intermediate level in Spanish | Good understanding of spoken and written Norwegian and Swedish | Basic understanding of German

IT: Excellent understanding of Microsoft Office programmes, especially Word, Excel and PowerPoint | Good understanding of transcribing software, e.g. InqScribe

Project management: Experience with managing bigger projects, some with primary data collection, both through my internships, university studies, and different volunteer positions

Humanitarian skills: Experience with working with humanitarian standards and best practice, e.g. the Sphere Project, extensive knowledge about sustainability and community participation, holistic approach

Personal qualifications: Highly organised, hardworking, independent, creative, outgoing, proactive, curious, positive, empathic, quick-witted, thrives on challenges, good communicative skills, efficient, cultural understanding, result-oriented

Training Courses and Certificates

- **Action Against Hunger: Pre-Deployment Training:** Epidemiology of hunger, deontology, security, life in mission, gender working group, stress management, contingency plan, and disaster risk reduction | 23rd – 28th of June 2019
- **European Union: EU Aid Volunteers Initiative – Training Programme;** humanitarian action, project management, advocacy, personal safety and security, first aid, communication, inter-cultural awareness, psychological first aid, and a scenario-based simulation exercise | 6th – 17th of April 2019
- **IFRC: Preparedness for Effective Response (PER) Facilitators Training;** a cyclical approach for a National Society (NS) to systematically assess, measure, and analyse the strengths and weaknesses of its response system in order to take remedial actions | 6th – 9th of November 2018