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Professional experience

Eira Wahlin Translations

Freelance translation:

2020 - present

- Main focus on gaming, IT/tech, and medical fields
- Clients ranging from direct customers to large translation firms
- Project management of long-term projects and printing
- Literary translation, VO translations and transcreation

Kontrapunkt, Malmö

Organizational development:

2018-2019

- Analysis and development of the organizational culture, project planning methods, and organizational structure.
- Bilingual workplace, Swedish and English - all internal documents needed translation
- Group work, responsibility for the functioning of an organization consisting of 1-200 people

Kontrapunkt, Malmö

IT manager:

2017-2019

- Responsible for everything IT related: development, upkeep, helpdesk, repairs, physical network etc.
- Developed internal systems in close cooperation with users
- Bilingual workplace - all systems were developed in Swedish and English, and external software often localized

Kontrapunkt, Malmö

Internship:

2016

- Built IT policy and infrastructure
- Bilingual workplace, Swedish and English
- Identified needs for internal systems, in bilingual interviews and meetings

Falernum & Adendum, Copenhagen

Wine waiter, restaurant manager:

2013-2015

- Danish and English workplace, with menus in Danish and English, based on knowledge of Swedish words and concept
- Upheld long-term customer relations
- Responsible for making sure the restaurant met externally set financial goals, as well as scheduling, economy, stock keeping and general structure

Debaser, Malmö

Middle management:

2012

- Bartender and manager
- Responsibility for adherence to the rather strict Swedish alcohol laws
- Contact with performing artists and tour managers

Moriska Paviljongen, Malmö

Head waiter, bar manager:

2011

- Participated in building the business up from scratch
- Responsibility for employments, routines, building a positive organizational culture
- Advanced culinary menu and language

Volym Restaurant, Malmö

Bartender, Restaurant manager:

2009-2011

- Responsible for scheduling, stock keeping, economy, locale repairs, event planning, and setting menus
- Participated in hirings and firings
- Bilingual workforce, Swedish and English

Råå Restaurant, Malmö

Waiter, Bar manager:

2007-2009

- Bar manager, responsible for stock keeping and scheduling
- Cared for long-term customer relations

Kaffebar, Malmö, and Café Simpan, Malmö

Barista:

2006-2007

- Cared for long-term customer relations

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Stage Poetry and Spoken word

- Writing and performing poetry and spoken word. Printed and pressed 5 shorter books of poetry.
- Arranged poetry readings regularly 2000-2005, participation in the spoken word / poetry slam scene in Malmö since then.

Education

1997-2000	Computer program, Linné secondary school, Uppsala
2015-2017	Linux Systems Specialist, Hermods polytechnic, Malmö

Languages

- Swedish, native
- English, CEFR C1
- German, CEFR B1
- Danish, roughly C1 reading/listening

References

Available upon request, or registered as feedback on [proz.com](https://www.proz.com)