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PROFESSIONAL PROFILE

My primary strengths include digital communication, translation and social media. I work in a structured manner and have no problem committing to and keeping deadlines. I don't mind trying new types of assignments and I am always willing to learn something new.

WORK EXPIRIENCE

January 2020 - Now: Freelancer

Subtitling

Translation

Website updates

Writing software guides

September 2019 - December 2019: Project employment at Danish Crown

Production and coding of admission cards using Nox and Buanco

Updating and translation of a Reference Book for SAP PM. Danish to English.

February 2019- August 2019: Intern in the communication department at Danish Crown.

Social media

- Moderating the Facebook-, LinkedIn- and Twitter-pages.
- Answering questions posted on the above mentioned pages.
- Creation of posts for the above mentioned pages.
- Creation of quizzes and tests using Leadfamly
- Taking part in updating the new SoMe strategy.

Intranet

- Production of articles for the intranet.
- Creation of a mynewsdesk-profile.
- Publishing news articles on the intranet.

Website

- Updating contacts and locations.
- Creatiang 'how to' guides

Translation

• Translations of news articles, press releases, e-mails, PowerPoint-presentations and subtitles (Danish-English and English-Danish).

EDUCATIONAL BACKGROUND

2005-2014: Aarhus University, BA Japanese studies and International Communication in English

2014-2018: Participation in the maters program of Japanese studies at Aarhus University. I did not complete the degree.

LANGUAGE

Danish- Native language
English- Professional level
Spanish- Intermediate
Japanese- Advanced Intermediate
Office
(Word, Excel and PowerPoint)
Hootsuite
Mynewsdesk
Leadfamly
Facebook
LinkedIn
Nox
Buanco
SAP
Umbraco