

ACM TRANSLATIONS

STOCKHOLM SWEDEN



English > Swedish
Swedish > English

PROFILE

My name is Ann-Charlotte Minnaar and I am a freelance Swedish translator. I translate and proofread English to Swedish and also Swedish to English.

My specialties are materials on gardening, landscaping but also education and philosophy. Lately I have been translating IT materials and some dental and medical text.

Translation tools: SDL Trados Studio 2021 which is preferred. Also have some experience in XTM and Amazon.

My motto: To accurately convey a concept from one language to another within the deadline.

Feel free to contact me back for any questions on rates and availability.

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EMAIL:

anncharlotteminnaar@gmail.com

HOBBIES

Gardening
Nature hikes
Kayaking
Reading

Education/Training:

1962 - 1966 Högre allmänna läroverket för flickor i Göteborg

25 April 1966 Student exam with university entrance credits. Distinction in Swedish literature and World Religions.

1966 - 1968 University of Gothenburg

Science of Swedish literature 40 points

Science of literature 40 points

Spanish 20 points

Advanced Organization International

1970 Advanced Course in Organization

1970 Advanced Executive Course in Organization

1999 Advanced Organization, Sydney Australia

Advanced course in English

Advanced course in English grammar

Experience:

February 1969 – May 2021 Worked with English speaking organizations in South Africa, Australia, United States and became proficient in spoken and written English (both GB and US).

Copenhagen Denmark Advanced Organization 1969-1976

Los Angeles USA 1976-1980 International HQ for LRH Communicator Network

Johannesburg South Africa 1980-1988

Continental Liaison Office Sydney Australia

1999 – 2007 Continental Liaison Office and Advanced Organization

2007-2020 International Liaison Office

January 2019 – March 2023

Translation Unit International i Los Angeles

Swedish Translator and proofreader at Management Translation Unit International in Los Angeles. Including texts of administrative legal, medical and educational nature.

Moved to Sweden 2020; registered Enskild firma ACM TRANSLATIONS and have been translating commercially as a freelancer. Am translating from English to Swedish on IT texts, marketing, medical and educational texts at the moment. Between January 2021 to January 2023 I completed translations for 58 projects of a total of 175,792 words. This is an average of 3 031 words per project.

March 2023 – October 2023

38 projects of IT, marketing, medical manuals, dieselmotor manual and MPTE. Average 1,000 – 3,000 words per project.