



# Mia Olsson

**English - Swedish translator with a sharp eye for details.**

## CONTACT

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Proz: [Mia Olsson](#)

## AREAS OF EXPERTISE

- Marketing
- Business Administration
- Music Industry

## SKILLS

- Accurate
- High time management skills
- Good communicator
- Basic knowledge in Illustrator, InDesign & Photoshop

## LANGUAGE

Swedish: Native language

English: Fluently

French: Basic knowledge

## INTERESTS & HOBBIES

- Music & Concerts
- Travelling
- Movies & Series
- Reading

## ABOUT ME

Detail-oriented and accountable translator with a wide-ranging experience from marketing, the automation industry, business administration and the music industry. My passion for language have led me to creating texts and translations in many ways through out my career. I have high self-management skills and a strict adherence for deadlines.

## KEY SUCCESSES

- Created operating and maintenance manuals for a new automatic pallet handling system in English.
- Translating and creating content for an industrial automation company website.
- Long experience of business administration including writing, translating and proofreading documents.
- Finished the education "Become a freelance translator" at The Translator Academy.
- Worked and studied in Australia.
- Voluntary work with subtitling for TED Translators.

## EXPERIENCE

Consultant 2022 -  
**Revinew AB**

Translator and virtual assistant. My most recent assignment was to create operating and maintenance instructions in English for a new automatic pallet handling system.

Marketing Director, Excecutive Assistant, Project Coordinator 2011-2020  
**Stjernberg Automation AB**

During my time with the employer I had various roles, including tasks such as:

- Writing press releases
- Translating the website
- Creating content for a new website
- Updating the website in both English and Swedish
- Writing minutes in both Swedish and English
- Creating marketing material in both Swedish and English
- Writing the company employee handbook
- Creating documents such as activity plans, risk analysis, test documents etc in both Swedish and English.
- Proofreading of user manuals, maintenance manuals, contracts etc in both Swedish and English.

Check-In agent	2010
<b>Menzies, Landvetter Airport</b>	
Check-in and boarding of planes. Written and spoken communication in English on a daily basis.	
Self-employed booking & PR-agent	2009-2011
<b>Heartville Music</b>	
Booking and PR agency for artists. Created selling texts, contracts, press releases and communicated with booking agencies.	
Writer	2008
<b>Luger</b>	
Wrote texts in Swedish about bands and artists for Luger website and 2008's Way Out West festival.	
Head of Artist Check-In	2008-2009
<b>Peace &amp; Love Festival</b>	
Planning and coordinating for the artists arrival to the festival. Communicating with artist managers and booking agencies in both Swedish and English.	
Shop Assistant & Cashier	2006-2007
<b>Boatshed Market, Australia</b>	
High quality food market shop assistant and cashier. Vast selection of products, which gave me an extensive vocabulary for vegetables and fruits in English.	
Transcriptionist	2005
<b>University of Gothenburg</b>	
Transcribing recorded interviews to texts in Swedish.	

## QUALIFICATIONS

Translator	2023
<b>The Translator Academy</b>	
Communicator	2020
<b>Distansinstitutet</b>	
KY Music and event (Project Management)	2007 - 2009
<b>Campus Nyköping</b>	
Marketing, management och finance	2006 - 2007
<b>University of Western Australia</b>	
Media and communication studies	2006
<b>University of Gothenburg</b>	
Musicology	2004-2005
<b>University of Gothenburg</b>	