



# Textmaster

## CV – Gitte Hovedskov

English >< Danish translator

---

### Personal

---

**Name:** Gitte Hovedskov  
**Address:** Fyrreparken 27, 8400 Ebeltoft, Denmark  
**Tel.:** +45 2130 1505  
**Email:** textmaster@mail.dk  
**Date of birth:** 28 November 1962

---

### Education

---

**MA Translation and Interpretation**

(Danish >< Spanish), Aarhus School of Business, 1999

**BA Business communication and translation**

(Danish, English, and Spanish), Aarhus School of Business, 1995

---

### Professional History

---

- May 2011 – Translator, Subtitler, Writer  
*Textmaster*, Ebeltoft, Denmark  
(Translation business – Owner)
- Translation (English > Danish)  
Specialist subjects: Culture/Arts, Education/Research, Governance/Politics, Tourism/Travel, and Business Communication
  - Subtitling for streaming services (English > Danish)
  - Writing fiction for magazines (Danish)
- 
- Feb 2005 – Dec 2011 Translator  
*Avanti Gruppen*, Viby J, Denmark  
(Translation agency)
- Translation, review, and proofreading (English >< Danish)  
All-round translator, but with an emphasis on Architecture/Construction, Education/Research, and Culture/Arts
- 
- Oct 2000 – Sep 2004 Technical translator  
*Crisplant A/S (FKI Logistex A/S)*, Aarhus, Denmark  
(Manufacturers of automatic sortation plants for airports/distribution)
- Translation, review, and proofreading of Danish, English, and Spanish technical standard and customer-specific documentation
  - Implementation of language technology (Trados)
  - Coordination of external translation assignments
  - Development of language policy
  - Webmaster on various intranet portals
- 
- Sep 1993 – Dec 1997 Part-time teacher (English)  
*Danfoss Salg Danmark*, Hasselager, Denmark
- Planning and conducting business courses in English language and communication (three-month courses of 2-4 hours per week)
- 

Textmaster  
Fyrreparken 27  
8400 Ebeltoft  
Denmark  
  
+45 2130 1505  
textmaster@mail.dk

VAT no. DK 33564163



# Textmaster

---

## Professional History

---

Feb 1991 – Jun 1991	<u>Volunteer</u> <i>Cobham Christian Fellowship, Cobham, England</i> <ul style="list-style-type: none"><li>• Secretarial work in church office</li><li>• Sales assistant in book shop</li></ul>
Aug 1989 – Nov 1990	<u>PA/Secretary to Managing Director</u> <i>Personnel Resources Int. Ltd., Cobham, England</i> (Executive search consultants in the construction industry) <ul style="list-style-type: none"><li>• Office administration</li><li>• Liaison with clients and candidates, interview arrangements</li><li>• Preparation of advertising copy</li></ul>
Aug 1988 – Jul 1989	<u>Secretary/PA to Proprietor and Sales Engineer</u> <i>Tünkers UK, Epsom, England</i> (Importers of machinery for the printing industry) <ul style="list-style-type: none"><li>• Office management</li><li>• Customer service</li><li>• Liaison with freight companies</li><li>• Accounting incl. PAYE, reconciliations, VAT documents + returns</li></ul>
Jan 1984 – Jul 1988	<u>Housekeeper/Deputy Warden (Assistant Manager)</u> <i>The Great St. Helen's Trust, Cobham, England</i> (Fairmile Court Christian Conference Centre) <ul style="list-style-type: none"><li>• All aspects of administration of a medium-sized conference centre, i.e., bookings, customer service, hospitality, security, supervision of staff, invoicing, bookkeeping, and stock control</li><li>• Responsible for housekeeping and up to eight assistants' work</li></ul>
Jun 1978 – Jul 1983	<u>Various short-term jobs, including:</u> <ul style="list-style-type: none"><li>• Assistant school librarian, <i>Haldum-Hinnerup School, Denmark</i></li><li>• Chambermaid and matron, <i>Hotel Ansgar, Aarhus, Denmark</i></li><li>• Teacher of O' level Latin, <i>Hinnerup Youth School, Denmark</i></li></ul>

---

## Time spent abroad

---

Aug 1995 – Dec 1995	Mexico	Exchange student MA level interpretation, BA level law and marketing <i>Universidad Autónoma de Guadalajara</i>
Jan 1984 – Jun 1991	England	Full-time employment as described above
Sep 1983 – Dec 1983	England	Au-pair
Nov 1981 – Dec 1981	Ireland	Au-pair

---

## Software used

---

SDL Trados Studio 2022, Microsoft Office 365, Adobe Acrobat XI Pro. Familiar with other CAT tools.

---

Textmaster  
Fyrreparken 27  
8400 Ebeltoft  
Denmark

+45 2130 1505  
textmaster@mail.dk

VAT no. DK 33564163