

Curriculum vitae – resume

Maria Löfving



Working experience as translator/proofreader

I have been working as a translator on a free-lance basis since 2008. My work concerns a variety of areas and includes, among others, press releases, market research, product descriptions and technical descriptions and manuals.

Technical

- Technical descriptions, test protocols, declarations of conformity, warning texts, risk assessments, security instructions, terms and conditions of sale and warranty
- Instructions for use of a variety of products from small kitchen appliances to advanced technical facilities, incl. screen texts
- Article descriptions for product sheets and homepages

Marketing

- Marketing flyers in tourism as well as company and product descriptions
- Complete homepages and individual texts in sales and tourism
- Press releases and other company communication
- Texts for YouTube films and language CD's
- Market research regarding specific trademarks and products, shops, restaurants and internal employee surveys and training documentation

Personal

- Personal descriptions and biographies as well as personal letters, applications and resumes

Education and qualifications

Diploma: *Master of Arts*; main subject: German

Prior to receiving my diploma I studied at 4 different universities in Germany and Sweden:

2000-2002	<i>University of Karlsruhe (TH)</i> ; German language and literature, applied cultural science
2002-2003	<i>Ruprecht-Karls-University, Heidelberg</i> ; German and English language and literature
2003-2005	<i>Örebro University</i> ; German language and literature
2005-2006	<i>University West, Vänersborg</i> ; English language and literature (via distance teaching)

Languages

Swedish: Mother tongue. Good sense of language in terms of grammar and contemporary, overall usage.

German: Fluent, in understanding as well as speaking. Good sense of language in terms of grammar and contemporary, overall usage.

English: Fluent in understanding, close-to fluent in speaking.

I have done translations from Swedish into English and Swedish into German.

Personal details

I am 44 years old, living in central Sweden with my partner, two teenage daughters and two curious and active dogs, one retired German hunting terrier and one young German wirehaired pointer. I love spending time outdoors in different ways. A walk with my dogs gives a relaxing time out from my daily work. Hiking is a wonderful way of experiencing new areas and landscapes whereas hunting gives me an opportunity to experience nature and wildlife in yet a different way. We live in a small typical Swedish red wooden house, surrounded by forest and fields where I can choose days of solitude and quiet with only the family around or spend time in the company of neighbours and friends nearby.

It is the opposites that give balance to my life: peaceful solitude and lively gatherings, relaxing meditation and intense work. To me, both is equally important for my life to be complete.

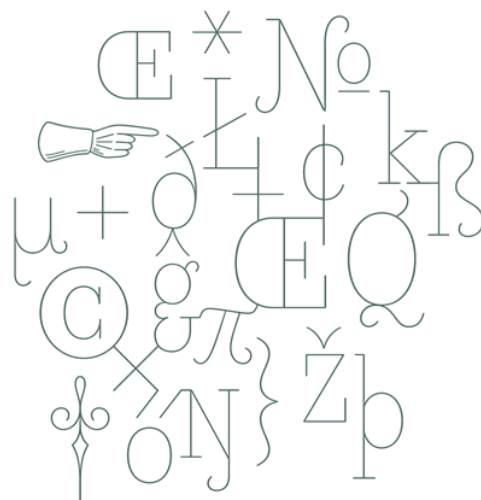
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Dualtext | Maria Löfving

VAT no: SE790809626101

Askarbäck 105 | SE-743 71 BJÖRKLINGE | SWEDEN

+46 (0)70-6140817 | maria@dualtext.se | www.dualtext.se



Member of SFÖ - Sveriges facköversättarförening (Swedish Association of Professional Translators)