

CURRICULUM VITAE

Name: Miia Wolf
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Date and place of birth: 11th March 1971, Viitasaari, Finland
Nationality: Citizen of Finland

PROFESSIONAL PROFILE

An experienced technical translator in Finnish, German, English, and Russian.
An experienced project manager with scoping, resource planning, budgeting and people management skills.
An experienced technical writer specialised in telecommunications with editing, proofreading, research and content creation skills.

WORK EXPERIENCE

September 2008 -
(Niederkrüchten, Germany) **Freelance Translator**
(German-Finnish-German, English-Finnish, Russian-Finnish)
References:
- Sonator Oy, Finland
- SatuTEXT, Finland

August 2004 – April 2008
(Düsseldorf, Germany) **Sigma Kudos GmbH, Germany**
August 2004 – December 2005 - **Project Manager** in various customer documentation projects for Nokia Networks GmbH: Scoping, planning resources, budgeting and managing customer documentation projects.
January 2006 – April 2008 - **Technical Writer:**
Writing, editing, proofreading and creating SGML and XML based customer documents and HTML based online helps for Nokia Siemens Networks.
Started career in customer documentation area at **Nokia Networks, Finland:**
1999 - **Technical Editor**, proofreading and editing customer documents, coordinating translation projects, developing TETRA terminology, translating customer documentation (English – Russian, English – German)
2000 - **Customer Documentation Coordinator**, coordinating translation projects
2001 - **Customer Documentation Project Manager**
2002 - **Information Developer**
Maternity leave: June 2000 – May 2001, October 2002 – August 2003

July 1998 – March 1999
(Tampere, Finland) **Freelance translator**
(German-Finnish-German, Russian-Finnish)
Worked for several translation companies such as:
- Sonator Oy, Finland
- Alpha Communications Oy, Finland
- PCD Pirwitz-Computer-Dokumentation, Germany

October 1997 – June 1998
(Kiel, Germany) **Freelance translator**, technical documentation
(German-Finnish-German)
- PCD Pirwitz-Computer-Dokumentation, Kiel, Germany
- Heitmann GmbH & KG, Wuppertal, Germany

March 1995 – September 1996
(Tampere, Finland) **Translator**, technical documentation (German-Finnish-German)
- Sonator Oy

ACADEMIC BACKGROUND

1990 – 1997

University of Tampere, Department of Translation Studies, Finland

Major subject: German translation and interpretation

Minor subject: Russian translation and interpretation

Other minor subjects: Journalism and Mass Communication, Finnish

May 1997: *Master of Arts – grade “Cum laude approbatur”*

1987 – 1990

Upper secondary school, Viitasaari, Finland

Graduated with “*Laudatur*” degree in the Matriculation Examination

1978 – 1987

Primary and secondary school, Viitasaari, Finland

LANGUAGE SKILLS

Finnish – mother tongue

German – fluent

English – fluent

Russian – good

Swedish – good

PROFESSIONAL SKILLS

DTP, Word-processing and graphics tools:

- Adobe FrameMaker 5.5, Epic Editor 5.1, UltraEdit-32, Adobe Acrobat Professional, Interleaf, MS Word
- Paint Shop Pro, Designer, Visio; basics

Operating systems:

- Windows OS (98, NT, 2000 and XP); user-level knowledge
- UNIX systems; basics
- Most MS Office programs; user-level knowledge

Mark-up languages:

- SGML, XML
- HTML and CCS; basics

Translation tools:

- TRADOS Translator’s Workbench, Wordfast

TRAINING COURSES

- Introduction to Telecommunications, Nokia Learning Centre
- TRADOS seminar, The Finnish Union of Translators

MEMBERSHIP

- The Finnish Union of Translators (KAJ – Kääntäjien ammattijärjestö), member since 1996

ACHIEVEMENTS

1996

Member of Student Parliament, University of Tampere

1995

Member of the Departmental Committee, Department of Translation Studies, University of Tampere

1995

Chairperson of Transla, Association of the Translation Students of the University of Tampere