

Susan Askvik

Contact

Nedre Askvik 51
5217 Hagavik
Norway
Phone: +47 90136092
saskvik@online.no
Date of birth: 2 August 1966

Key skills

Translation
Editing
Creative writing
Communication
Instruction
Organisation
Coordination

Languages

English (native)
Norwegian (fluent)
French
Italian
Danish (written)
Swedish (written)

Education

University of Glasgow, Scotland – 1983-1988
Joint Honours (Bachelor) degree in French and Italian, language and literature

Strathclyde University – 1988-1989
Postgraduate course in international business studies and business French

Experience

August 1997 – present

Freelance translator • Askvik Språktjenester

Translations, proofreading and DTP for numerous agencies and customers.

Norwegian, Danish, Swedish, French and Italian to English

April 1994 – August 1997

Project Manager • Berlitz Language Services

Project Manager for localisation of printed manuals for Microsoft Office software

March 1992 – April 1994

DTP and graphics • Berlitz Language Center

DTP and graphics for localisation of printed manuals for Microsoft Office software

August 1991 – April 1994

English instructor – Berlitz Language Center

Sale of English courses and teaching business English for companies in Bergen. Spent two months onboard a Norwegian-owned ship teaching English to Russian crew

November 1989 – August 1991

Account Executive Assistant – Credit Lyonnais

Customer contact, managing customer funds, financial advice, Private Clients department. Working languages French and English

1986 – 1989

Proofreader and editor – Ernest Press

Proofreading, editing, DTP for publisher of mountain guides

2013 – present

Instructor, boating licenses – Self-employed

Interests

Languages and travel, food and wine, theatre, dance, yoga, hillwalking, skiing, boating

References

Available upon request

Other qualifications

1990 – TSA Financial Training London

General Registered Representative Examination, obligatory for working with financial advice, Credit Lyonnais

2006 – Deck Officer D5L

Certificate for recreational craft over 15 metres

2021 – Kompetanse Norge

C1 qualification, written and oral Norwegian

2022 – High speed boating certificate

Certificate for high-speed boating, over 50 knots

Certificate as instructor of courses for high-speed boating

2022 – Safety training for seafarers on smaller ships

Certificate valid until 2027

Other information

- I run a local amateur theatre group, with shows every spring, now working on our 15th show
- I am a Zumba instructor with two classes a week, and am in the process of becoming a yoga instructor
- I am the Chairman of the Board for a local community organisation, arranging activities for all age groups, including dance, theatre and music
- I am a board member with Oseana cultural centre in Os