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Born 16 December 1971

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## Work experience

Aug. 2007 -

### Freelance translator, copywriter and technical writer

**Copywriting** of marketing material, newsletters, information leaflets, product catalogues, case stories and other types of text, primarily for Danish pump manufacturer Grundfos ([www.grundfos.com](http://www.grundfos.com))

**Technical writing** of instruction manuals and installation guides for e.g. thermostat equipment, software, and kitchen appliances.

**Translation** from English, Norwegian (Bokmål), and Swedish into Danish of e.g. software, documentation, help, user guides, web content, marketing material, catalogues, labelling, and package leaflets. Experience with e.g. the following subject areas:

- \* **IT** (operating systems, office suites, other software, hardware, networks, peripherals)
- \* **medicine** (drugs, medical devices)
- \* **automotive** (trucks, cars, construction equipment)
- \* **oil drilling** (processes and procedures onshore and offshore)
- \* **music/music technology** (curriculum, instrument user guides)
- \* **engineering** (drives, industrial automation)
- \* **tools** (power tools and machines)

**Proofreading and sampling** of translations, often according to client specific QA procedures

Jan. 2004 - Jul. 2007

### Translator and technical writer, Alfa & Omega A/S

**Translation** from English (and to some degree Norwegian (Bokmål) and Swedish) into Danish of software and documentation for e.g. medical devices and transport information systems as well as documentation in the fields of machinery, food, IT, telecom, automotive, and electronic musical instruments

**Proofreading and sampling** of translations

**Technical writing** of user manuals for e.g. kitchen appliances, grooming products, and power tools

**Image editing and DTP** of finished user manuals

Jan. 2002 - Dec. 2003

### Translator and project manager, Bowne Global Solutions A/S

**Project management** using comprehensive proprietary project management systems for planning, tracking, and invoicing.

**Translation and file handling** as in earlier positions

Jan. 2001 - Dec. 2001

### Project manager, Mendez Denmark A/S

**Project management** of relatively minor projects (rarely above 10,000 words) including planning, client and subcontractor communication, and invoicing in proprietary system

**Translation and file handling** as in earlier position

**Terminology work** streamlining terminology in several languages

Sep. 2000 - Dec. 2000      **Translator/localizer**, L&H Mendez A/S

*Translation of (primarily) software for e.g. operating systems, media players, and chat clients, web content, and marketing collateral as well as software and documentation for drives*

*File handling including conversion, analysis, and other handling*

## Education

Aug. 2000      **MA, English and History of Ideas**, University of Aarhus

*Master's thesis: Salman Rushdie's Grimus and its history of reception*

*Student exchange January to May 1996 at Simon Fraser University, Vancouver, Canada*

Jun. 1990      **High school (A levels)**, Fjerritslev High School

Jun. 1987      **Comprehensive school (O levels)**, Fjerritslev School

## Relevant courses

- \* **Danish proofreading course** (5 day course concluded with a written examination held by Danske Sprogseminarer, April-June 2011)
- \* **Practitioners' track** (one day event at a conference on technical writing at the Aarhus School of Business, 19 May 2006. Participated with a colleague and gave a presentation on technical writing practices at Alfa & Omega)
- \* **Den gode brugervejledning** (one day course on technical writing held by Danske Sprogseminarer, 20 March 2006)
- \* **Optimer samspillet mellem technical writing og lokalisering** (one day course on technical writing and localisation held by TLT, 8 December 2005)

## IT skills

- \* Comfortable using **Microsoft Office** and **Open Office** as well as **Microsoft Windows**
- \* Broad experience using the following localisation tools:
  - **SDL Trados 2007**
  - **SDL Trados Studio 2011**
  - **Microsoft Helium**
  - **Microsoft LocStudio**
  - **TStream Editor Studio**
  - **Translation Workspace**
  - **Idiom Workbench**
  - **Passolo**
  - **RC-WinTrans**
- \* Some practical experience with photo editing and DTP using **Adobe Photoshop**, **Pagemaker**, and **Indesign**
- \* Basic knowledge of **web programming using HTML and CSS**

## Personal

- \* Marriage status: married to **Tina**, father of **Tobias** (2006) and **Amalie** (2009)
- \* **Main interest**: music (performing musician, cd buyer and concertgoer)
- \* **Other interests**: literature, cooking, and running