

CURRICULUM VITAE

PERSONAL INFORMATION

Name **TIINA SANNA HELINÄ HÄKKINEN**
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Nationality Finnish
Date of Birth 3RD FEB 1978

EDUCATION

29.9.2003 – 2.7.2004, Tampere Polytechnic

Technical Writing Diploma Course

24 credits of studies in technical documentation, web publishing, XML, HTML, technical authoring tools and translation memory tools (Trados). The course included a practical training phase, which I completed at Inion Ltd (a Finnish biomedical company) 7th Jan 2004 - 2nd July 2004. My main duties there included English-Finnish-English translations of medical equipment manuals, product specifications and marketing material, and coordinating multilingual translation projects.

7.9.2000 – 11.6.2003, Tampere University

Master of Arts, Translation Studies

Major: Translation Studies, English

Minors: International Relations, Finnish Communication Studies

25.9.1999 – 15.6.2000, University of Leeds

BA Candidate, European Studies

Major: European Studies

Minors: International Relations, Spanish

1.9.1997 – 31.5.1999, Joensuu University, Savonlinnan School of Translation Studies

BA Candidate, English Translation Studies

Major: English Translation and Interpretation

Minors: International Communications, Swedish Translation

12.8.2004 – 31.5.1997, Joensuu Normaalikoulu Secondary School

Matriculation Examination

EMPLOYMENT HISTORY

Freelance Translator and Technical communications consultant, March 2000 - present

I started my career as English-to-Finnish freelance translator during my studies in 2000, and have been employed in the field for 10 years. In 2008 I expanded my freelance offering to technical documentation, information design and desktop publishing. In 2009, I joined forces with a few colleagues, and now run a small translation and technical documentation agency of 5 individuals. Our client base consists of translation agencies, media houses, and companies of various sizes and fields. Some of the translation agencies and companies I've worked with include IMS Media, Broadcast Text International, The Big Word, Lionbridge, Qprojects Ltd, SDL Finland, and Semantix Lingua Nordica.

My fields of specialization include IT, Telecommunications, Electronics (home appliances), Engineering, Automotive and audiovisual translation (subtitling). Additionally, I have years of experience in several other fields, including Marketing, Business, Medical (general), EU and International Affairs, Social sciences, Tourism and travel.

In technical communication, I've worked as an information designer and technical writer in the mobile phone industry as well as in mining and construction.

Etteplan Technical Information

Documentation Specialist, February 2008 – February 2009

structured documentation content design and authoring for IT and mining&construction fields, translation and linguistic validation from English to Finnish and Finnish to English, translation coordination in mining and construction related projects, internal business translations from English to Finnish and Finnish to English

Sigma Kudos Finland Ltd, August 2005 – February 2008

Team Leader (maternity leave substitute), June 2007 - February 2008

line management, project resourcing, HR, process development

Project Manager, December 2006 - May 2007

Managing documentation projects in telecommunications industry, budgeting, reporting, team support

Technical Writer / Information designer, August 2005 – November 2006

Technical Authoring and Content Design for telecommunications customer projects

The British Embassy of Finland, April 2003 – June 2003

Translator Trainee

translating news headlines, editorial summaries, newspaper articles and other ad hoc texts for UK government officials and embassy staff from Finnish to English and Swedish to English

OFFICE TOOLS:

Office Tools:

Microsoft Office: MS Excel, MS Word, MS PowerPoint

Translation Tools:

Trados 2007 Freelance Suite, Trados 2009 Studio, Passolo 2009, Idiom Workbench, Alchemy Catalyst Translator/Lite, Swift (audiovisual translation and time-cueing tool)

Technical communication and DTP:

Adobe Acrobat, FrameMaker, RoboHelp, InDesign, Photoshop, Captivate