

## Zeitgeistling

ProZ: <http://www.proz.com/profile/1782719>

I am a self-motivated and well organised individual with extensive years experience in the localisation industry in which I have successfully developed my skills in vendor management, procurement and translation. I take pride in my professionalism and dedication and I adapt well to demanding environments and work well under pressure. I see my strengths as my ability to work on my own initiative requiring little supervision, my positive "can do" attitude, problem solving, passion for doing a job well and the ability to prioritise my workload adeptly.

I have strong proven negotiation skills, problem-solving skills, great attention to detail, strong interpersonal skills, proven written and verbal communication abilities. I am an adaptable and flexible person and have the ability to work independently with excellent organisational skills. I'm open to challenges and thrive on success.

### Subjects, Languages & Services

#### Subjects

- arts & crafts
- general automotive
- business
- environment
- FMCG
- food & drink
- general medical & dentistry
- health & wellness
- HR
- interior design & furnishing
- marketing
- social sciences
- sports & leisure
- tourism & travel

#### Languages

English, Swedish and German (fluent, written & spoken)

Norwegian and Danish (very good understanding written and spoken Norwegian, not spoken Danish)

French and Italian (conversational only)

#### Services offered

Translation, proofreading, editing, MTPE, copy typing, transcriptions, telephone interpreting, vendor management, market research

### Rates

#### Translation

Swedish/Danish/Norwegian to English: GBP65 per 1000 source words & GBP20 min rate

German to English: GBP60 per 1000 source words & GBP15 min rate

#### Proofreading

Swedish/Danish/Norwegian source: GBP20 per hour & min rate

German source: GBP15 per hour & min rate

English/German to Swedish: GBP20 per hour & min rate

#### Post-editing machine translations

Swedish/Danish/Norwegian source: GBP0.05 per word

German source: GBP0.045 per word

#### Audio Translation

Swedish/Norwegian/German to English: GBP9.00 per audio minute

#### Transcription

Single language: GBP5.00 per audio minute

### Career History

#### Freelance translator

2006 – now

Clients include Chalmers University, Clark Football Languages, Codex, Dopply, Diction, DUX Translations, Nativy, The Language Factory, LanguageWire, SDL/RWS, Toppan, Translate Plus, VIAS - Vienna Institute for Archaeological Science, Wordbank, YTranslations etc

Wordbank Ltd, London

1995 – 2013

#### Senior Linguistics Resources Manager

Working at Wordbank gave me the opportunity to focus on client satisfaction, help build the company by improving service-delivery processes, relationships and technologies, had a direct impact on the company's gross profit margin by aggressively recruiting the most qualified linguists; innovate and contribute to process improvements.

- Own and manage selection and qualification of external translator teams for specific clients from a skill set and cost perspective ensuring best resource choice
- Actively headhunting for specific language/expertise requirements
- Build and maintain linguist database by screening, testing applicants and negotiating rates.
- Monitor quality and development of linguists and maintain resource allocation schedules and holiday information

- Sourcing linguists and in close co-operation with Project Managers ensuring multilingual projects are delivered on time and to client specifications
- Liaise with Sales department and SEO department to provide feasibility in terms of resources, turnaround and costs
- Be first point of contact for Sales department for requests for rarer languages/language combinations and/or content
- Manage day-to-day relationship with linguists through regular interaction and publishing a quarterly newsletter for recent company and client developments, statistics and other regular features.
- Support Project Management and Production teams in resource allocation
- Manage continuous improvement on language and pricing programs/initiatives
- Participate in resource business reviews as required
- Supervising a team of 8 - 3 resources managers and 5 in-house translators
- Proofread Swedish content and answer queries from Project Managers for Swedish, Norwegian and German content
- Provide training to new team members as well as Project Managers
- Report directly to the Director with quarterly costs

German-British Chamber of Industry and Commerce, London

1994 –1995

**Head of Department Business Partner Search Service**

- Marketing, researching and finding suitable joint venture/licensing business partners for companies in the UK or Germany
- Building up the network and database so as to make a previously lacking profit
- Publishing and editing bi-monthly “Business Partners” bulletin listing trade enquiries from Germany and UK
- Translations German<>English

Kesak Ltd International Bookmaker, London

1990 –1993

**Supervisor and Head of Swedish & Norwegian Department**

- Organisation and co-ordinating of staff and timetabling shifts, training new staff
- Handling clients accounts and transactions in a very busy environment
- Knowledge of rules and regulations of different sports and sporting events
- Translations Swedish<>English and German<>English

Toni & Guy Hairdressing, London

1989 –1990

**Head Receptionist**

- All front desk duties incl. being in charge of daily takings and banking duties, customer service, junior staff, bookings

**Academic History**

German School, London

1981 -1985

O-levels in Mathematics, Chemistry, Geography, Biology, German, English, French, History, Art, P.E., Religious Education, Music

Bundesgymnasium Nonntal, Salzburg, Austria

1978-1981

Language Academy

German School, Stockholm

1974-1978

Primary School

**Additional training**

University of Westminster

2004

Diploma of Competency in Italian Grade 2

University of Westminster

2000-2001

Diploma of Higher Competency in Norwegian Grade 6

Africa Centre

1992

Beginners Course in Swahili

Brooklands Technical College, Weybridge

1985-1988

B/Tec Diploma in Dental Technology (equalling 3 A-levels)

Awarded the Sherring-Lucas Award for Crown and Bridge Technology; O-level in Physics, introductory course in computer studies, law, general and communications skills

University of Cambridge

1984

First Certificate in English, Grade A

**Presentations**

Presented at the ATC Conference

September 2005

- Meeting the challenges of translator management for the emerging markets (BRIC): an opportunity to discuss the issues and share best practice

**Hobbies and Interests**

Travel, painting, crafting, embroidery/knitting, DIY, pet sitting, animal welfare, Scandi Noir literature, interior design.