



# EVELINA SEVERINKANGAS

*Skilled Swedish translator (7+ years) with excellent communication and time management skills*

## SKILLS

### HARD SKILLS

- Trados Studio, Matecat, XTM, Phrase, memoQ, Memsources, Smartcat, Crowdin, Across
- Project Management
- Google Analytics & Data Studio
- Office 365

### SOFT SKILLS

- Verbal & written communication
- Problem solving
- Flexibility
- Analytical mindset

## EDUCATION

### KARLSTAD UNIVERSITY

August 2013 - June 2014

**English**

### NTI-GYMNASIET SKÖVDE

August 2010 - June 2013

**IT & Business Economics**

Scholarship "Best in Class 2013"

## LANGUAGES

### Swedish

Native language

### English

Proficient/fluently (C2)

### French

Intermediate (B2)

## CONTACT

+4672-294 80 63

evelina.translator@gmail.com

## PROFESSIONAL EXPERIENCE

### SWEDISH TRANSLATOR

#### Self-employed

2016 - Current

- Proficiently translating diverse text genres from **English to Swedish** in collaboration with multiple translation agencies.
- Acting as **Lead Translator** for numerous projects, serving clients of varying sizes and scopes.
- Specializing in translating a wide array of content, including financial, mechanical, legal, and marketing materials. Currently collaborating with several respected end-clients.
- **Fields of Expertise** include, for example, Google Ads, IT and Software, Finance, Mechanical, Legal, Marketing, Hospitality and Tourism, Apps and Websites, Certificates, Policy and Contracts.

### PROJECT ADMINISTRATOR

#### Brath AB - Örnsköldsvik, Sweden

August 2019 - April 2021

- Coordinated internal resources for the flawless execution of projects.
- Ensured projects were delivered on-time & within scope and budget.
- Measured project performance using different systems, tools and techniques.
- Managed the relationship with the client via regular meetings.
- Created and maintained comprehensive project documentation.
- Reported and escalated to management accordingly when needed.

### SUPPORT SPECIALIST

#### Nokas AB - Skövde, Sweden

February 2015 - September 2017

- First Line Support for ATM machines.

### ADMINISTRATOR

#### Sparbanken Alingsås - Alingsås, Sweden

January 2014 - September 2014

- General office administration as well as assisting the upper management.