**Application for Danish translation**.

Dear Sir, Madam,

Please find my application for Danish Translation and CV here below.

Best Regards,

Samia Lyauk

Samiany00@gmail.com

+45 91682736

A multi-skilled, reliable & talented translator with a proven ability to translate written documents from a source language to a target language ( Danish <> English). A quick learner who can absorb new ideas & can communicate clearly & effectively with people from all social & professional backgrounds. Well mannered, articulate & fully aware of diversity & multicultural issues. Flexible in the ability to adapt to challenges when they arise whilst remaining aware of professional roles & boundaries.

Wishes to work as a freelance translator for a successful and ambitious company that offers great opportunities for future assignments.

**WORK EXPERIENCE**

**VARIOUS TRANSLATION ASSIGNMENTS** –

Freelance - June 2010 - Present

Working freelance for  various translation agencies providing a translation and interpretation service to clients where needed. Involved converting documents and articles from one language into another (Danish <> English <> French) and ensuring that the finished converted files relay the intended message as clearly as possible.

Specialized in Technical, Medical, General, Marketing, Web-based translations and Subtitles.

Previous cooperations with Visual Media (USA), Lingua World Services (India) + Ansh Translations (India) Equivalangue (France) + LCS translations (India) Various marketing and + Birojs Baltic Translations (Latvia) + numerous website translations for private companies + All Correct translations (Russia) + Madsound Media S.L (Spain) + more…

Duties: Subtitling for American TV – Series (English to Danish). Subtitling for Danish Film School Projects. Transcription. Researching legal & technical phraseology to ensure the correct translation is used. Liaising with clients to discuss any unclear points. Providing guidance & feedback & creating customer-specific style guides. Translation / Subtitling / Transcription of documents / letters / audio files from a foreign language (English <> Danish) Reviewing and proofreading mother-tongue texts. Revising junior translators' translations. Conducting face-to-face interpreting. Telephone interpreting. Working as a translator for medical firms, charities and local councils. Supporting the translation team with other projects when necessary. Excellent English speaking and writing skills. Retrieving articles from newspapers, magazines & the internet & translating them into English and vice versa.

**KEY SKILLS AND COMPETENCIES**

Familiar with translation software tools SDL Trados, Aegi, Jubler, SubX, Sub Factory and Parrot. Able to fluently speak Danish, English, French, Spanish, Swedish. Excellent communication and social skills. Able to work with tight deadlines. Highly skilled in Word, Excel and Microsoft Outlook. Willing to travel and able to work under pressure. Able to prioritize work and fulfill independent tasks.

**PREVIOUS FULL TIME OCCUPATIONS**

April 2014 – August 2018

IHI - BUPA Global Health Insurance - Copenhagen. (travel insurance provider for CGU insurance)

Working full-time in International insurance company BUPA Global Alarm central providing worldwide medical assistance. Translating medical + legislative documents and ensuring clinical cross language comprehension (Danish <> English <> French)

April 2019 – Present

Home Critic & Content Writer for [www.plumguide.com](http://www.plumguide.com)

Assessing and viewing B2B homes in Copenhagen – Client meeting – Prospecting – Content Writing

Best Regards,

Samia Lyauk

Email: [samiany00@gmail.com](mailto:samiany00@gmail.com)

Telephone: [+45 91682736](tel:%2B45%2022288631)

**CURRICULUM VITAE**

**Personal information**

**Name: Samia Lyauk**

**DOB: 290984**

**Address: Øster Farimagsgade 93 , 2100 Copenhagen Ø - Denmark**

**Email Address:**[**samiany00@gmail.com**](mailto:samiany00@gmail.com)

**Telephone:** [**+45 91682736**](tel:%2B45%2022%2028%2086%2031)

**Education**

**2005: Copenhagen Business School - CBS, LINE: Sprøk - Economics, Sociology, Languages**

**2005: English (American) Diploma ToEFL + Cambridge Degree (British) 1999 –**

**2002: Prince Henrik High School Copenhagen, Danish / French International Highschool Diploma**

**Work experience**

***2011 – Present:***

***Freelance Translations / Subtitling / Proofreading/ Transcription assignments written + verbal (Subtitles, marketing texts, web-based translations, medical translations, freelance translations, technical field, general writing***

**2019 – ongoing**

**Home Critic for Plumguide.com**

**Assessing and viewing homes – Evaluation of quality standard – Client meetings – Content writing**

***2014 -2018***

***IHI Bupa Global Insurance - Worlwide Medical Assistance - Case Handler - Custommer consultant - Medical case handler - Translations - Verbal + Written communication***

***2006 – 2008***

***Budstikken / Jetpost international express postal & Package delivery Administrative Custommer Advisor - Consultant - Case handler - International Customer advisor International follow ups - Translations - Billing - Language Use - Sales***

**General knowledge**

**User programs : SDL Trados, Windows, MACintosh , Safari, Microsoft Office, Excel, Internet, Lotus 123 Windows, Lotus Notes, Lotus/Office, Mail, Exchange, Microsoft Word 7,0 Windows, Microsoft Access, MS Outlook, MS Project, Powerpoint, Picasso Tec Hotel**

**Languages**

**English (Mothertongue) - Danish (Mothertongue) - French (Mothertongue)**

**Written**: English  <> Danish <> French

**Spoken:** English   <> Danish <> French <> Spanish <> Swedish