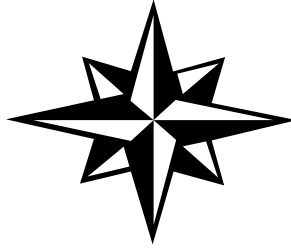


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North Country Translations
Technical, Medical, Commercial
*Danish ⇒ English
Swedish ⇒ English
German ⇒ English
Norwegian ⇒ English
**ATA Certified*

EXPERIENCE

- Translator/Editor/Tech Writer 1998–present
North Country Translations Minneapolis, MN
Write, edit and/or translate technical, commercial and medical texts into standard US English. Areas of specialty include: software, computer science, electronics, telecommunications, energy, medical technology, medicine, pharmaceuticals, biotechnology, agriculture, environment, trade, marketing, advertising, and retail.
- Localization Manager 2002 –2004
Oracle – Retek Inc. Minneapolis, MN
Coordinated localization of retail computer software and related documentation into 10 different languages including German, Russian, Japanese and Swedish. Liaison for translation vendors, software developers and technical writers. Provided translation, editing and content management services.
- Translation Project Manager 1993–1998
LinguaNet, Inc. St. Paul, MN
Coordinated wide array of translation projects in all languages. Responsible for arranging translation, desktop publishing, printing, and software localization. Coordinated ISO 9002–4 compliance process for project management. Wrote ISO procedures for project management and established vendor compliance criteria.
- Assistant Marketing Director 1992–1993
Polyglot International, Inc. Minneapolis, MN
Produced and coordinated distribution of marketing materials to sales staff in Europe and America. Mac-based DTP and database management.

EDUCATION

- Master of Science in Technical Communication 2001–2002
University of Minnesota Minneapolis, MN
- Master of Arts in Scandinavian History 1989–1991
University of Wisconsin Madison, WI
- Graduate Diploma in Swedish 1987–1989
Stockholms Universitetet IGS Stockholm, Sweden
- Bachelor of Arts in Scandinavian History 1983–1987
McGill University Montréal, Québec

TECHNICAL SETUP

Software:

MS–Office 2003, Trados Workbench 7.5, MultiTerm 7, RoboHelp X3, Dreamweaver MX

Hardware:

Dell Dimension PIV, T1 connection, CDRW1200 dpi printer, hi–resolution fax.