

## Jacob Høgh



**COPYGRAL Uebersetzungen**  
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Danish citizen, currently living in Zürich, Switzerland

Bilingual in Danish and Swedish  
Expert skills in English, German and Hebrew  
Beginner in French, Italian and Arabic

Graduated with B.A. in Theology & IT  
from Lund University and CITU in June 1999

*Full member of ASTTI (CH) and full member of  
Dansk Oversætter Net (DON)*

## Translation services

Copywriter/Professional translator into Scandinavian languages. I'm always trying to do better than the original and achieve something difficult – writing both clearly and simply. Regularly working with localization or transcreation of IT products into Scandinavian. Very fast worker, high quality (having all translations proofread by separate peer colleagues in Denmark, Norway or Sweden).

### Language combinations:

- English, German, Swedish to Danish (English, German, Danish to Swedish and Norwegian)
- Danish, Swedish and Norwegian editing.

**Specialties:** Interpreting manager/CRM and database content manager

### Daily output rate

2,000 to 3,000 words (depending on subject, input and output format, complexity...)

### Work areas

- **IT** – Software localization, Website localization, GUI, User guides, How-tos, Tenders, Bids, Business specification, System specifications, Program specifications, Software specifications, Standards and best practices, ERPs (SAP, Oracle), Hardware, Electronics, Telco
- **Medical** – Biology, Clinical trials, Pharmacology, Psychiatry, Instrumentation, Genetics.
- **Marketing, Communication, PR and Advertising** – Press releases, Press articles, Corporate communication, Internal communication, Customers' newsletters, Employees' newsletters, Fairs, Events, Flyers, Leaflets, Brochures, Product specifications, Market research, Surveys, Focus groups, Copy, Creative briefs, Ads
- **Tax and Legal** – Contracts, Employment agreements, Sales representation agreements, Distributor agreements, Sales consulting agreements, Deed of partnerships, Lease agreements, Work by contract agreements, Technical assistance agreements, Business sale agreements, Sales of shares agreements, Tribunal proceedings, Hearings, Pleadings, Submissions
- **Finance and Accounting** – Financial communication, Annual reports, Balance sheets
- **Management and Consulting** reports
- **Human Resources** – Recruitment, Employment law, Employee relations, Career management, Pay and reward, HR Websites
- **Training – Courses** (Powerpoint & Trados), Manuals, Online training including Webinars
- **Logistics and Transport**
- **Process Industry** – Food, Chemistry, Beauty...
- **Consumer goods** – Electronic devices, PCs, Mobile phones, PDAs, Cameras (roll film and digital), Video, Automotive, Clothing
- **International Development** – Reports, NGOs, Governments, International organizations, Ecology, AIDS, Africa, Asia, Eastern Europe, Financing, PPP, Micro-financing, Sponsoring, International trade
- **Travel and Tourism** – Tours, Hotels, Cities, Resorts
- **Psychology** – Etik uden principper
- **Literature** – General, Children, Religious
- **Leisure** – Chess, Cooking, Slang, Cinema, Video
- **Småland (Sweden)**
- **Zürich (Switzerland)**
- **Sport** – Golf, Soccer, Tennis, Swimming, Sailing (America's Cup)

## Terms and conditions

- Standard rate pro 1 word (including translation and proofreading): EUR 0.14 to 0.18 (depending on complexity). Pls. click <http://www.xe.com/ucc/> to perform Quick Pricing into USD or GBP.
- The average rate may substantially vary with the following parameters: complexity, files' format, urgency (+30%) and delay, volume
- Discount scheme for repetitions or fuzzy segments (30-50%)
- Hourly rate (Editing, Creative writing, Research): EUR 50.00
- Minimum charge pro project: EUR 14.00
- Proofreading alone 0.03 EUR/word

## CAT and IT tools

- SDL Trados Studio 2014 compatible at 100% with Wordfast import and export of '.tmx' TMs and delivery of uncleaned MS Word files in Trados format), SDLX, Idiom Workbench and WordFinder with all dictionaries.
- PC/Win XP/Vista, Mac OS10 & Linux, PageMaker, Word, Excel, PowerPoint, Access.
- Adobe Acrobat Professional 9.0, Macromedia, PHPedit
- Broadband Internet, redundant system ADSL, Unlimited Mailbox, daily backups

## Resume

### Career path

Feb 2000 to date: Freelance Translator, COPYGRAL, Zürich (CH)  
Mar 2014 to date: Head of Interpreters, TRADuzim.com (CH)  
July 2007 – Oct 2007 Danish Language Manager, VIKING TEXT.COM, Arlööv (SE)  
May 2007 – Jun 2007 Scandinavian Language Manager, Alpha CRC Ltd, Cambridge (UK)  
Jun 2001 – Feb 2002 Receptionist and deputy hotel manager, Hotel Birkerød (DK)  
Jun 1998 – Feb 2000: Content Manager, Lexi ApS Art Publishing, Odense (DK)  
Aug 1994 – Jun 1999: Theology, Judaistic and Information Technology, LUND UNIVERSITY (SE)  
Jun 1989 - Jul 1990: Medical Secretary, Dept. of Occupational medicine, AALBORG HOSPITAL (DK)  
Aug 1986 – Jun 1989: Propaedeuticum (Faculty of Theology), AARHUS UNIVERSITY (DK)  
1980 – Jun 1986: Upper Secondary School Natural Sciences, HOLAVEDSKOLAN, Tranås (SE)

### Computer skills

- Degree in Information Technology, subsidiary degree, CITU, Lund (SE)
- Thoroughly PC/Win, Mac, all Internet and Web technologies literate (HTML, XML, ...)

### Professional skills

Very fast worker, higher quality (having all translations proofread by peer colleagues in Denmark), Low fix costs and favourable, Problem solver, Quality driven, Self-motivated, Good infrastructure, Committed and Pleasant nature, Calm under pressure

### Personal skills

Versatile, Enthusiastic, Empathetic, Open-minded, Creative, Curious, More than the usual intellectual skills, Positive, Full of common sense

### Hobbies and interests

Literature and philosophy (Active member of the James Joyce Society of Sweden and Finland), Travelling, Music (Singing and playing the piano), Chess, Online Poker, Cooking & Wine, Tango Argentino, International politics.