RESUME



NAME: Kristina JUVONEN

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DATE & PLACE OF BIRTH: October 11, 1956 in Stockholm, Sweden.

NATIONALITY: Finnish and Belgian

STUDIES:

- 1975: Certificate of matriculation (baccalauréat)(language oriented), KallionYhteiskoulu, Helsinki, Finland. Languages: Finnish, Swedish, English, French, German.
- 1975: Commercial French and Advanced English, Helsinki Summer University.
- 1979-1980: Psychology studies, Ecole d'Ergologie (Science of Work), Brussels University, 1980.
- Art classes at the Ixelles Academy, Brussels (three years), secretarial classes, Dutch and Italian classes.
- 1986: Computer training and work experience in Alexandria, Virginia., USA.

LANGUAGES:

FLUENT:

Finnish	(mother tongue)
French	(written and spoken)
English	(written and spoken)

SATISFACTORY:

Swedish	(written and spoken)
German	(written and spoken)
Italian	(written and spoken)
some Dutch	(written and spoken)

SKILLS: Translations, consecutive interpreting, all secretarial duties, managing international office of diversified (FORTUNE 500) company.
Word processing experience with Macintosh, MacWrite Pro, Word. Good knowledge of Excel, QuarkXPress, Wordfast. Working as self-employed translator. Certified Translators' Exam in April 2006 in Helsinki, Finland, specializing in medical and biological translations.
Feb. 9-10, 2004, consecutive interpreting job French-Finnish-French in Luxembourg for a EU project.
Translated A2Z Translate Ltd. (a NZ company) website into Finnish.
Lots of technical and medical translations since November 2002. References available upon request.
Interpreting French writers at the French Culture Symposium, August 4-6, 2006, Pieksämäki, Finland.
Teaching French at two schools, Pieksämäki, Finland.

EMPLOYERS: March 1, 1989 – October 30, 2002
S.A. des GROTTES DE HAN ET DE ROCHEFORT
Job: Multilingual tourist guide. Commented tours in seven languages.
This job was seasonal. I spent winters taking care of my family (two children) while writing novels and poetry, doing occasional secretarial jobs, giving language lessons and doing translations. Also working as a "native speaker" at the annual Language Fair of Luxembourg and Brussels.
Terminated the guiding job due to health reasons. Started freelance translations full-time.

October 17, 1983 - September 7, 1987
LTV MISSILES AND ELECTRONICS GROUP, Brussels.
(Nowadays Lockheed Martin)
Job: Office manager and executive secretary to the Vice President, European and Mid-East Ops.
This job included accounting work, translating, interpreting, organizing high level meetings, interacting with high level officials in international organizations and companies; diplomatic and military officials in Europe and Middle East. This company sent me to Washington, D.C. in 1986 to train on computers and to work for LDI, Inc. in Alexandria, Va. (Consulting co.)
Terminated due to family reasons (child birth).

1982/01/25 - 1983/10/15
SEA LEVEL INTERNATIONAL, Inc., Brussels.
A Louisiana company operating oil field supply vessels in North Sea area.
Job: Executive secretary and office manager to the President.
Job included running the office in his absence.
Terminated due to closing down of the European office.

1981/11/01 - 1982/01/24
SKF Coupling Products S.A., Brussels.
Job: Training three months for import-export of coupling products, in Swedish, English and German.

1979/01/02 - 1981/10/31
DILLEY & CUSTER, American Law Firm, Brussels.
Job: Secretary/receptionist/librarian
Terminated due to down-scale reorganization.

June 1977 - Dec. 1978
COOPERS & LYBRAND, Chartered Accountants, Brussels.
Job: Receptionist/archivist/filing/errands/mail.
Left the company for salary reasons.

EMPLOYERS IN FINLAND: Sept. 1975 - Jan. 1976
OY MATKAHUOLTO AB, Helsinki.
Job: Telephone operator (public transport information)
Left the job to move to Belgium.

April 1975 - Aug. 1975
KANSALLIS-OSAKE-PANKKI (Nowadays Nordea), Helsinki.
Job: Bank Clerk (teller)
Internship of four months.

HOBBIES: Writing, painting, reading, hiking.