

Europass Curriculum Vitae



Personal information

Surname(s) / First name(s) **Dahlborn, Björn**

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Nationality Swedish

Date of birth 19 October 1961

Gender Male

Desired employment / Occupational field

Translator, language consultant, editor

Work experience

Dates	From August 2000
Occupation or position held	Self-employed freelance translator and language consultant
Main activities and responsibilities	Translations for various agencies and end-customers. Occasional production of new texts, editing and teaching assignments. I can take on many roles, from the creative copywriter to the meticulous translator or the merciless proofreader, and I also offer linguistic advice (plain language, correctness, etc.) and document templates including structure, layout and typography.
Name and address of employer	Textdoktom språkkonsult AB, Rektorsgatan 16, SE-254 36 Helsingborg, Sweden
Type of business or sector	Translation, text production and editing
Dates	1999–2000
Occupation or position held	Information designer and maintenance manager.
Main activities and responsibilities	Writing, editing and reviewing instructions for and presentations of telecom services developed by the department. Organising and planning maintenance (i.e., upgrading and error fixing) of delivered services.
Name and address of employer	Ericsson Radio Systems, Karlstad
Type of business or sector	Telecommunication
Dates	1998–1999
Occupation or position held	Information designer and co-ordinator of graphical user interfaces
Main activities and responsibilities	Writing, editing and reviewing instructions for and presentations of telecom services developed by the department. Organising and co-ordinating the development of graphical interfaces for operators managing service data.
Name and address of employer	Ericsson Eurolab Deutschland, Aachen, Germany
Type of business or sector	Telecommunication

Dates	1996–1997
Occupation or position held	Manager of User Information section
Main activities and responsibilities	Organising, planning, recruiting and setting salaries for staff (information designers) within the department. Co-ordinating the work of the information designers at six development centres all over the world. Argumentation for relevant and easy-to-understand user information vis-à-vis representatives of other development centres.
Name and address of employer	Ericsson Telecom, Karlstad
Type of business or sector	Telecommunication
Dates	1993–1996
Occupation or position held	Information designer
Main activities and responsibilities	Writing, editing and reviewing instructions for and presentations of telecom services developed by the department. Devising standards for documentation (language and structure). Evaluating and testing user interfaces. Presenting the services developed by the department and its way of working to internal and external customers.
Name and address of employer	Ericsson Programatic (later Ericsson Infotech) and Ericsson Telecom, Karlstad
Type of business or sector	Telecommunication
Dates	1986–1993
Occupation or position held	Translator, language consultant, information designer, project managers and course leader
Main activities and responsibilities	Writing, editing and reviewing instructions for and presentations of products sold by customers. Presenting the company's services to external customers. Teaching report writing. Giving speeches about documentation. Devising standards for documentation (language and structure).
Name and address of employer	Teknolänken AB (WM-data Education after acquisition in 1991), Stockholm
Type of business or sector	IT documentation and information consultancy

Education and training

Dates	2003
Title of qualification awarded	C++ programming
Principal subjects/occupational skills covered	Basic C++ programming: data types, sequences, selection, iterations, subprograms, modules, algorithms, data structures
Name and type of organisation providing education and training	Karlstad University, Sweden
Dates	1984–1986
Title of qualification awarded	Language consultant
Principal subjects/occupational skills covered	The programme trains students to analyse, edit and write various types of non-fictional texts. It combines in-depth studies of language theory (such as phonology, morphology, syntax, etymology, and socio- and psycholinguistics) with ample composition exercises.
Name and type of organisation providing education and training	Stockholm University, Sweden
Dates	1983–1984
Title of qualification awarded	2ème degré d'habileté de français
Principal subjects/occupational skills covered	One semester of advanced French for foreign students. French linguistic theory, oral and written communication, and French history, literature and civics were central subjects.
Name and type of organisation providing education and training	Université de Nantes, France
Dates	1981–1982
Title of qualification awarded	Russian
Principal subjects/occupational skills covered	Two semesters of Russian. Linguistic theory, oral and written communication, Russian literature and civics were central subjects.

Name and type of organisation providing education and training | Uppsala University, Sweden

Dates | 1982

Title of qualification awarded | East European Studies

Principal subjects/occupational skills covered | History and civics covering the countries of Eastern Europe.

Name and type of organisation providing education and training | Uppsala University, Sweden

Dates | 1981–1982

Title of qualification awarded | Military interpreter/interrogator

Principal subjects/occupational skills covered | Military and civil Russian, the organisation and equipment of the Swedish and foreign (primarily Warsaw Pact) armed forces, interrogation techniques, military English

Name and type of organisation providing education and training | Armed Forces Intelligence and Security Centre, Uppsala, Sweden

Personal skills and competences

Mother tongue(s) | **Swedish; English (mother-tongue level)**

Other language(s)

Self-assessment

European level ()*

English

French

Spanish

German

Russian

Norwegian

Danish

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user
C1	Proficient user	C1	Proficient user	B2	Independent user	B2	Independent user	C1	Proficient user
B2	Independent user	C1	Proficient user	B2	Independent user	B2	Independent user	B2	Independent user
B2	Independent user	C1	Proficient user	B1	Independent user	B1	Independent user	B1	Independent user
B1	Independent user	B2	Independent user	B1	Independent user	B1	Independent user	B1	Independent user
C1	Proficient user	C1	Proficient user	B2	Independent user	A2	Basic user	–	
B2	Independent user	C1	Proficient user	A2	Basic user	A1	Basic user	–	

(*) *Common European Framework of Reference for Languages*

Social skills and competences

- Reliable
- Responsible
- Prestigeless
- Armed with humour
- Flexible
- Co-operative
- Used to speaking to large groups

Organisational skills and competences

- Independent
- Diligent
- Enterprising
- Structured

Technical skills and competences

- Familiar with several technology disciplines: mechanics, automotive, electronics, etc. Vast experience of translating financial documents, such as annual reports and legislation. Very well-versed with natural sciences, primarily physics and chemistry.

Computer skills and competences	<ul style="list-style-type: none"> • Computer user since 1986 • Vast experience of PC and several other computer environments • Proficient user of SDLX/Trados and a number of proprietary CAT tools • Masters the MS Office suit, FrameMaker, as well as various applications for graphics and photo editing, web publishing, etc. • Able to compose and interpret basic HTML code and work with the most widely used web editors • Able to compose basic C++ programs
Other skills and competences	Authorized translator (English to Swedish), certified by the Swedish Legal, Financial and Administrative Services Agency. All-round educated, above all within linguistics, natural science, social science and history. Prepared to work hard during limited periods in order to attain a set goal.
Driving licence	Car, motorcycle
Additional information	Interested in foreign countries and cultures – a frequent traveller. Physically active – trains a least three times a week. Member of the Federation of Authorized Translators in Sweden, as well as the Swedish Association of Language Consultants.
Annexes	<p>All of the following are in Swedish, except No. 6, which is in French.</p> <ol style="list-style-type: none"> 1. Certificate, C++ Programming 2. Certificate, Russian 3. Certificate 1, Language Consultant Programme 4. Certificate 2, Language Consultant Programme 5. Certificate, Armed Forces Intelligence and Security Centre 6. Certificate, Université de Nantes 7. Certificate 1, East European Studies 8. Certificate 2, East European Studies
Date and signature	17 May 2012 