

Nóra Timkó

English/Finnish <> Hungarian translator/interpreter

H-1102 Budapest, Liget utca 40. 3/6 Hungary ~ **Mobile:** +3670 317 1535

e-mail: timkonora@yahoo.com

Profile - <http://www.proz.com/pro/81307>

timkonora@gmail.com

SUMMARY:

Native Hungarian / Finnish speaker. Master's degree in English literature/linguistics, Bachelors Degree in Economic Affairs and Public Relations. I have been in the translation business since 1999. Average daily turnaround is 3000 words, rush jobs are acceptable. Very competitive prices. TRADOS Studio 2015, HTML & web design

EMPLOYMENT HISTORY

Freelance translator – <http://proz.com/pro/81307>

2002 – Current

I am a freelance translator offering translation services in the following areas:

Technology * IT * Business/Administration * Marketing/Advertising * Law/Contracts
International development & Organizations * Economics
Art/Design * Food industry * Children Goods & Services
Education * Religion * Social Sciences * Healthcare * Technical * etc.

DIRECT AND INDIRECT CLIENTS:

GENERAL ELECTRICS

THE POWER PLANT OF PAKS (HUNGARY) - REPORTS, RESEARCHES, ETC.

KCI KONECRANES (FINLAND) - SEVERAL BUSINESS LETTERS AND ANNUAL REPORTS

IN-NATURA LTD. – INTERPRETER AND TRANSLATOR

KCI KONECRANES – INTERPRETER AND TRANSLATOR

THE FINNISH-HUNGARIAN FRIENDSHIP ASSOCIATION – INTERPRETER AND TRANSLATOR

MAKITA LTD.

EDUCATION:

1999-2005:

B.A. in Economics

B.A. in Public Relations

János Kodolányi College University, Székesfehérvár, Hungary

M.A. in English literature and Language Sciences

Gáspár Károli University of the Hungarian Reformed Church, Budapest, Hungary

RESEARCH ACTIVITY

M.A.'s Degree paper in English Literature "Ratiocination in Edgar Allan Poe's detective stories"

2004

B.A.'s Degree paper in Economics: "The environmental protective measures of the Japan originated Denso Ltd. (car particle manufacturer) in Hungary"

2004

B.A.'s Degree paper in Public Relations: "Business to Business communication versus Business to Consumer communication within transnational corporations"

2004

EQUIPMENT AVAILABLE:

Computer1 - Dell Inspiron 15

Computer2 – Sony Vaio

Printer – Lexmark X125

Scanner – Lexmark X125

COMPUTER SKILLS:

Operating system - Windows XP

Word processing - MS Word XP

Spreadsheet - MS Excel XP
Presentation - MS PowerPoint XP
Translation programs – Trados 6.5 Freelance, Trados 7.0
DTP - Adobe PageMaker 6.5, Quark XPress 5.0, Adobe InDesign CS, Adobe FrameMaker 7.1
PDF - Adobe Acrobat 7.0
Archiving - WinZip 8.0, WinRAR 3.70
Firewall: ESET Smart Security (NOD32)

ADDITIONAL SKILLS:

Basic Swedish

RATES:

Average rate in all language combination: 0.05 EUR/sw

Hobbies:

Spending time with son, running, reading, spending time with my friends

Key Qualifications:

A list of some of the works performed during 14 years of activity:

- 1 Approx. 50k sw translation job from EN to FI for Caterpillar, 2011, Applied Language Solutions: UK;
- 2 4 months translation project of GE documentation from FI to EN (Approximately 300 000 sw) (2010);
- 3 A large translation project from EN to FI for Orbitz, Sajan, USA;
- 4 Translation of Kliklok-Woodman wrapping machine manual from EN to FI, Lime Translation Ltd., United Kingdom;
- 5 1000 pages (approximately 200 000 source words) translation job from EN to FI for GE (2 manuals of GEH System controls); Árkádia27, Hungary;
- 6 Continuous online translation of ZOOOF-website from English into Finnish; Max-Logos Translation Services - Ukraine;
- 7 Continuous online back translations for the Hungarian Gallup Institute from Finnish into English; Magyar Gallup Intézet – Hungary;
- 8 Translation of the Service Agreement of Elisa from Finnish into English; Penna Európa Fordítóiroda - Hungary;
- 9 Translation of Sony Cybershot Digital Camera manual from English into Finnish; Alaya/Suzuki Inc – Japan;
- 10 Translation of Cyberlink PowerProducer and PowerDirector Manual from English into Finnish; New Fantex Co., Ltd - Taiwan;
- 11 Translation of a documentary subtitle regarding the historical monuments in Budapest from Hungarian into Finnish; Wordcareteam, Hungary;
- 12 Translation of Hostels Club website from English into Finnish; A.S. Beljaev - Russian Federation;
- 13 Translation of a Laboratory Nitrogen Generator manual from English into Finnish; CEET Ltd. - Czech Republic;
- 14 Translation of Lasercell manual from English into Hungarian; Citec Information Oy – Finland;
- 15 Translation of Makita products manuals (approx. 105000 source words) from English into Finnish and continuous cooperation with the company; Alaya/Suzuki – Japan;
- 16 Translation of Motorola TEXT and Backup software from English to Finnish; Language Translation Services - USA;
- 17 Translation of the Environmental Assessment Report of Coats Hungary Ltd, from Hungarian to English; EMR (Environmental Resource Management) Ltd - Hungary;
- 18 Translation of the safety valve users manual of the Finnish Voima Inc. from Finnish to Hungarian, TranzPress Translation Agency - Hungary;
- 19 Translation of a series of personal interview materials regarding bipolar-personalities,

- from Finnish to English; Translation India - India;
- 20 Translation of iGO Users Manual, GPS navigation software, from English to Finnish; Penna Európa Translation Agency - Hungary;
 - 21 Translation of Software Licence Agreements from English to Finnish; WordCare Team Ltd. - Hungary;
 - 22 Translation of Waste Management Valuation for the Feasibility of the Waste Converting Plant in Gyöngyös, from English to Hungarian, ERM (Environmental Resource Management) Ltd - Hungary;
 - 23 Translation of a book review for the Reader's Digest from Finnish into Hungarian; Ágner PR - Hungary;
 - 24 Translation of a draft contract for Procurement Program from Finnish into English; STORM Translations (Stephen Avae II) - Finland;
 - 25 Translation of a musical instruction program from Hungarian into Finnish; Proffi Language Services - Hungary;
 - 26 Translation of the website of Estilo Translations from English into Finnish, Estilo Translations - Sweden;
 - 27 Translation of the web-site of Kenson-Optical Data Carrier Manufacturer Ltd. from Hungarian into Finnish, Kenson-Optical - Hungary;
 - 28 Translation of medical surveys from English into Finnish, Ad Verbum Translations - Belgium;
 - 29 Translation of personal e-mail letters from Finnish into English; Green Crescent Translations - USA;
 - 30 Translation of Performance and Cultural Enrichment Process Sheets; Comprehensive Books Translation Services - New Zealand;
 - 31 Translation of complaint training programs for GEHC, from English into Finnish; Language Translation Service - USA;
 - 32 Translation of MSDS documents from English into Hungarian; M-Prospect Language School - Hungary;
 - 33 A large translation project of a car-industrial programming device from English into Finnish, Delingua Kielipalvelu - Finland;
 - 34 Translation of technical texts, among others the manual of Black' n Roll (motorized bicycle); Manuaali Ky - Finland;
 - 35 Partial translation of Turku Annual of 2006; Kielikanava Ltd - Finland;
 - 36 Translation of the web-site sketch for Fruit-Web Ltd - Hungary;
 - 37 Translation of Inhabitants Fact Sheets, Responsibility Tables, Water Fitting Installation Programs, Indoor Air Reports, Air Waybills, invoices, personal letters regarding cargo, technical texts regarding fan operation, as well as marketing documents of agricultural machines (English-Finnish-English); Lothar A. Wendland - Finland;
 - 38 Interpreting for the Malaysian rubber factory in the Budapest International Fair and Exhibition; Takaso Rubber Products - Malaysia;
 - 39 Localization of the software that controls various technological processes;
 - 40 Localization of the software for fax and copy machines – Hungary;
 - 41 Translations for the Hungarian Ministry of Education – Hungary;
 - 42 Congress of Finno-Ugric people (including translating the speech of the mayor of Miskolc for the Finnish representatives on Hungarian civil rights and developing potentialities) – Hungary;
 - 43 Permanent professional relationship with KCI Konecranes (Finland), The Atomic Power Station of Paks (Hungary), Merikoski Vocational Training School (Finland), Finnish-Hungarian Cultural Affiliation (Finland-Hungary), Lifestyle Vacations Ltd. (Czech Republic - Scotland);
 - 44 Special training offer from Merikoski Vocational Training School for translators and interpreters – Finland;
 - 45 Interpreting in various negotiations between firms;
 - 46 Translation of documents on the technology of a Finnish atomic power station for the

Hungarian atomic power station on developing possibilities and research results in atomic energy – Hungary;

- 47 Translations of descriptions and instructions on the use of agricultural pesticides – Hungary;
-