

CURRICULUM VITAE

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QUALIFICATIONS

Translation, Proofreading and Interpretation

Translation in general and specialized within the fields of Law, Tax, Finance, Economics, Marketing, Internet – but I also manage fields as Medical and Mechanics:

French → Danish
English → Danish

Proofreading in general and specialized within the fields of Law, Tax, Finance, Economics, Marketing, Internet - but I also manage fields as Medical and Mechanics:

French → Danish
English → Danish

Interpretation:

French → Danish/Danish → French
French → Norwegian/Norwegian → French
French → English/English → French

Language Teaching

English → Danish
French → Danish
Online teaching in basic Danish, including grammar and conversation.

Sales and Marketing

Sales support and coordination
E-marketing - social media and Google

Client Relations

Management of individual clients
Client Reports
Contract negotiations

Information Technology

Web Development with HTML/CSS coding and the use of graphic software.
Design and implementation of major Web interfaces.
Project responsibility and implementation of new systems and applications.
Experienced user with the Windows platform and Microsoft packages.

Finance and Accounting

Investment advisory
Financial and tax advisory
Account preparation
Bookkeeping and VAT accounting

PROFESSIONAL EXPERIENCES

From 2018 *Freelance Translator, Denmark*

Translation and Proofreading

Translation and proofreading of various documents, reports and letters within the fields of Law, Tax, Finance, Marketing, Internet, Economics, Medical, Mechanics:

French → Danish
English → Danish

2010-2018 *Freelance Translator, France*

Translation, Proofreading and Interpretation

Translation of various documents, reports and letters with the fields of Law, Tax, Marketing, Internet, Finance and Economics:

French → Danish
English → Danish

Translation of real estate adverts:
French → Norwegian

Interpretation for Scandinavian clients on Real Estate Sales Meetings.

Assisting Scandinavian expatriates in language/administrative matters, written as well as oral.

French → Danish/Danish → French.
French → Norwegian/Norwegian → French
French → English/English → French.

Language teaching:

Online (Skype) teaching program – 60 lessons – in basic Danish – including grammar, reading, conversation. On behalf of Wefitgroup.

2004-2010 *Independent Business, France*

Web Design

Creation of websites and blogs and presence on Social Media.

1993-2003 *Royal and Sun Alliance Group / Codan-SEB, Denmark*

Unit-linked Pension Savings and Investment Management

Vice President and responsible for the portfolio of wealthy clients.

Member of the Investment strategy group.

Project Manager in the development of a new investment administration system.

Private Banking

VIP Account Manager - responsible for the group of wealthy clients with complex tax profiles. Sales and marketing responsible.

1986-1993 *Hafnia Investment Bank, Denmark*

Portfolio Management

Portfolio Manager, Vice President and responsible for a portfolio of institutional and individual clients.

Project Manager in the development of a client reporting system.

1978-1986 *Coopers & Lybrand, Denmark*

Auditor

Responsible for a portfolio of company and private clients.

Year End and current Auditing. Tax matters - declarations and advisory service. Accounting.

EDUCATION

1991:

INSEAD, Fontainebleau

Young Managers Programme – Executive Education

1987:

Copenhagen Business School:

Bachelor/Graduate Diploma in Business Administration – Strategy & Planning

1980:

Academy Profession (AP) Degree in Business Economics

N.B Business Academy, Copenhagen

Languages:

Danish: Maternal language

English: Read, write, and speak fluently

French: Read, write, and speak fluently

Norwegian: Read and speak

Swedish: Read and speak