



# TINNA GRÖNVIK

EN – SV Freelance translator with 20 years of experience creating newsletters, training materials, company policies and manuals.

## PROFILE

- Responsible for creating training materials, manuals, company policies and newsletters in Swedish and English for the past 20 years.
- The natural joy-spreader at work.
- Worked against daily deadlines for 7 years.

## LANGUAGES

- Swedish (native language)
- English, written and spoken fluently.

## CONTACT

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WEBSITE:  
[Proz.com Profile](#)  
[LinkedIn profile](#)

## INTERESTS

- Languages and grammar
- Read books, especially detective/crime novels, fantasy and biographies.
- Film, TV series and documentaries.

## KEY ACHIEVEMENTS

- Translated several manuals, educational instructions, and company policies for two big international companies for more than 15 years.
- "Thank you Tinna! You are a unique combination of structure and creativity. You're able to focus like few people i know of, and you have an even greater integrity. It's been a true pleasure to have you on my team. Good luck with your upcoming projects!"  
- Annika Holm Sundström, Global HR manager at Rusta AB
- Worked in several international teams for 20 years (Sweden, Norway, Denmark, Finland, Germany, Iceland)

## WORKING EXPERIENCE

- Subtitling, time coding and translations for TED-talks.
- Payroll specialist with HR responsibility - 7 years.
- Finance assistant, 1 year.
- Store manager with PR and personnel responsibility, 15 years.
- Newspaper editor and information manager, Swedish Scout Association's summer camp, 4 years.

## EDUCATION

- Become a freelance translator, The Translator Academy, 2024
- Translator, Medborgarskolan, 2016
- Payroll economist, Frans Schartaus Handelsinstitut, 2018–2019
- Professional English, Frans Schartaus Handelsinstitut, 2018

## SKILLS

- Communication, oral and written.
- CAT-tool Doc3
- System oriented. Has participated in several projects with system changes and implementations over the years. Also been a superuser.
- Reliable, structured, and positive. Handled more than 3000 salaries alone for 3 years.