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# IRENE ANDERSSON

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## Summary

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A language nerd turned meticulous English to Swedish Translator bringing 5 years of experience and a solid background in the writing, translating and content creating fields. Expert in cultural and contemporary translations, and capable of successfully executing diverse translations. Hardworking and reliable with strong ability in subject research and maintaining the feeling of the text. Highly organized, proactive, and punctual with team-oriented mentality.

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## Skills

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- High level of proficiency in CAT tools such as Trados and Wordfast
  - Always use a five-step translation process, ensuring consistently high-quality work and accuracy
  - Editing skills- Experienced proof reader
  - Cultural awareness and intelligence
  - High level of work ethic, shown in dedication put into every project
  - Ability to be creative, adapt and solve a variety of problems
  - Organizational skills and very detail-oriented
  - Always upholding a strict confidentiality policy
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## Experience

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### Translator Freelance

**04/2015 to Current  
Calgary, AB**

- Worked with clients to establish translation requirements and scope, checking in following submission of work to verify satisfaction and understanding.
- Cross-referenced specialized dictionaries and thesauruses for slang and nuanced terminology.
- Reviewed and updated existing translations to conform to contemporary trends and developments in communication.
- Proofread completed translations to identify and correct punctuation, grammatical and translation errors.
- Promoted efficiency and verified consistency of translation within documents using translation memory software such as SDL Trados.
- Provided full English to Swedish translation services.
- Reviewed and analysed briefing materials before starting translations.
- Duplicated style and flow of original documents.
- Used knowledge of cultural background to understand idiomatic meanings of specific expressions.
- Provided appropriate contextual information to increase the client's understanding of translations.
- Performed quality assessment of other translators works

### Content Creator Freelance

**04/2015 to Current  
Calgary, AB**

- Posted useful, creative and timely content on social media, blog and website.
- Curated content for social media platforms, including blogs, Facebook and LinkedIn.
- Gathered information from staff to produce relevant content based on current activities and organization updates.
- Generated content calendars to schedule timely posts.
- Monitored website and social media traffic.
- Crafted strategies to generate tailor-made content aligned with brand image.
- Gathered, defined and translated client requirements into product stories and actionable tasks.

**Subtitle Translator****06/2019 to 12/2019****Zoo Digital****Calgary, AB**

- Generated video subtitle from English dialogue and developed translations in Swedish.
- Reviewed and analysed briefing materials before starting translations.
- Developed understanding of specialized concepts for translation by consulting subject matter experts and other colleagues.
- Recognized by management for providing exceptional customer service.

**Subtitle Translator****02/2018 to 04/2019****Svensk media text****Calgary, AB**

- Generated video subtitles from Swedish dialogue and developed translations in English.
- Earned reputation for good attendance and hard work.
- Used EZTitles to efficiently and accurately produce subtitles in target language.

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**Education and Training**

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**Diploma: Introductory Law****06/2019**

Uppsala University

Uppsala, Sweden

**Bachelor of Science: International Relations****04/2015**

Dalarna University

Dalarna, Sweden

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**Activities and Honours**

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- Member, Alumni Association- Uppsala University
- Board member, Sunnyside Community Organization