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## Profile

As a person, I am humble and service-oriented and give a calm and trusting impression. I am a pragmatist who wants to feel that I can make a difference and achieve good results. Likes to work with documentation, translations and provide the right service and at the right time. With new skills and personal development in translation, digital course management and work-life psychology, my goal is partly to continue working in my full-time position as a decision officer at the Swedish Public Employment Service, partly to continue accepting assignments in translation and proof-reading, which

## Employment history

<b>Swedish Public Employment Service</b> , Decision officer	2020 -
<b>Lernia AB</b> , Job coach/Supervisor	2019
<b>Wagner International</b> ; Translator och Proofreader	2017 --
<b>Manpower Group Sweden</b> , Labor Market Consultant	2017-2019
<b>Radix Kompetens ab</b> , Job coach/Supervisor	2017
<b>Astar AB</b> , Job coach/Supervisor	2017
<b>Eskilstuna Providing</b> , Job coach/Supervisor	2017
<b>Fyren AB</b> , Organiser/Administrative Coordinator	2016
<b>Radix Kompetens AB</b> , Jo/Supervisor	2015-2016
<b>Megamix Förening</b> ; Business management and chairmanship	2014-2015
<b>Coompanion/ReMade4U</b> , Business management	2012-2013
<b>Kamilia Interior</b> ; Painting, decoration, e-commerce	2008-2012
<b>Swedish Public Railway</b> , Project assistant	2006-2008
<b>Proffice</b> , Administrative assistant	2005-2006
<b>Montak AB</b> , Financial assistant	2004
<b>Trestads Avfallsanläggning TRAAB</b> ; Financial assistant	2003
<b>Västra Götalandsregionen</b> ; Financial assistant	2002-2003
<b>Trollhättans Stad</b> , Integration Investigator with project responsibility	2002
<b>Vattenfall State Power Board</b> ; HR administrator, Vehicle administrator, Executive secretary, Sales support assistant.	1978-1998

**Education - University and higher education 127,5 ECTS**

<i>The Translator Academy, distance education within Marketing,</i>	
<b>Translating business, ACT-tool and Tech.</b>	2022
<i>Various different internally the authority's operatiotrainings</i>	
<b>regarding the Swedish labor market.</b>	2020--
<b>Inspiro AS - Distance learning; Digital course leader</b>	2019
<i>Mälarhöjdens Högskola - distance education Work life psychology, 7,5 ECTS</i>	2019
<i>Swedish Standards Institute SiS, Stockholm; Quality review ISO 14000</i>	2016
<i>Visma, Gothenburg; Upphandling - System and strategy - Documentation</i>	2016
<i>VästConcept, Gothenburg/Stockholm; The Act on Public Procurement</i>	2016
<i>Coompanion i Gothenburg; Cooperative leadership in Social enterprises</i>	2012-2013
<i>Vocational college, Gothenburg: Care administration</i>	2010
<i>Business Center, Trollhättan; Mentor training</i>	2007
<i>Högskolan Väst i Vänersborg; Cultural studies, Ethnology 15 ETCS</i>	2002
<i>KomVux, Trollhättan; Dekoratorsutbildning, 1 termin</i>	2001
<i>Högskolan Väst i Uddevalla; Entreprenörskap i 4-stad 60 ECTS</i>	1999-2000
<i>Gothenburgs University, Cultural studies, Ethnology 15 ECTS</i>	1999
<i>College West, Vänersborg; Cultural studies; Multicultural Sweden 15 ECTS</i>	1999
<i>College West, Vänersborg; Kulturvetenskap A-kurs - Etnology 15</i>	1998
<i>Tjänstemännens Bildningsverksamhet, Trollhättan;</i>	
<b>Certified Administrator</b>	1996-1997
<i>Trollhätte Kanalverk, Trollhätte Kraftverk, Vattenfall State Power Board</i>	
<i>Various different internally the authority's operatiotrainings about</i>	1978-1998
<b>HR, Communication and Sales</b>	
<i>The secondary school in Trollhättan, Office and Distribution</i>	1976-1978

**Skills**

Certified translator  
 Certified Digital marketer.  
 Experience from chairing associations,  
 business management within social  
 entrepreneurship.  
 Mentoring in Start Up.

**Language**

Swedish; native language  
 English; Very good in writing.  
 Medium in conversation.

**Datorkunskaper**

Internet; Social Media,  
 Word, Excel, PowerPoint.  
 CAT-Tool Trados.  
 Can build a digital course portal  
 as well as marketing and operating it.

**Driving license**

Yes