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| **Linguascandtranslations****Erik Gärdekrans** |
| Hammarby Allé 14412066 Stockholm Phone: +46708936509Email: gardekrans@gmail.comVAT: SE720329035301 |
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| **EDUCATION** |
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| **Stockhom University** |  |
| http://0.tqn.com/d/jobsearch/1/0/A/blank.gif |
| Master’s degree in EnglishBachelor´s degree in GermanBachelor’s in PedagogyGraduated in 2007Teacher’s Diploma for High School (2007) |  |
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| **Stockholm University**Business Economics and Management**University of Dalarna**French (spring 2008)**University of Umeå**Italian (spring 2008)**Translation accreditations/certificates**CTP - Certified Translation Professional **Studies in Progress**Master of Arts in Translation at Växjö University (started last fall in 2011) |  |

***POSITIONS HELD***

I have worked as a translator for well over five years. During the first years; I received most of my jobs from friends and colleagues. Also, since I work as a teacher, people have found out about my skills in languages and been interested in hiring me for translation jobs. It is only during the last three years that I made the decision to go out and look for jobs myself within translation. Since then, I deal with translation assignments of different kinds of texts, formats, language-pairs every day. Today, I have many clients who contact me directly and ask me if I am available to help them.

***Within Translation***

I receive translation assignments from some of the biggest global translations companies, such as theBigword, Tektranslations and Transperfect. Transperfect offers me 5-10 jobs per day so one might say I am in training with them.

I translate projects within the fields of medicine, technical manuals, (engineering, machinery), travel and tourism, marketing and HR-related materials.

***Within the Health Care Sector***

Employer: Stiftelsen Stora Sköndal, Stockholm

Description of Duties: From 1991-2007, I have been working part time as a basic nurse, taking care of patients in Rehab, patients suffering from dementia and within gerontology. I was specially trained in giving medicine to the patients and I was responsible for giving them the correct medicine at the correct time.

***Within the Health/Education Sector***

Employer: Ingridskolan, Stockholm, 2001-2004

Description of Duties: I was the Head Teacher for a group of autistic children for 3 years 2001-2004

Employer: Cybergymnasiet, Stockholm, 2008-2012

Description of Duties: Head Teacher of the Linguistic Department, Teacher in German, English and Swedish and Staff Coordinator and Head of the Social Science Program

***RATES and Fields of Expertise***

Rates: 0.05 EUR/source word

Hourly Rate: 20 EUR

Fields of expertise: Medicine, technical manuals, tourist guides and HR-related material

Language Combinations:

German-Swedish

English-Swedish

French-Swedish

Italian-Swedish

Spanish-Swedish

Danish-Swedish

***WORKLOAD***

3000-4000 words / day. I generally work some over the week-ends too.

***SKILLS***

I am skilled at my languages and I see to that I keep up to date with specific

terminology and what is going on in the communities where my languages are spoken. I read newspapers and magazines in my target languages and watch tv-shows in the respective languages.

I am very ambitious and I am a hard worker.

I am a skilled communicator and I realize that it is vital to be very communicative with my clients. In my opinion, translation is not about working all alone, but rather in a team. A good employer has the effect of creating reliable translators who will work efficiently to achieve conmmon goals.

I am extremely quality-oriented and I focus on delivering high quality work. How can this be achieved?

1. I work with a translation tool, such as Trados or Wordfast Pro. After each segment I reread my translation at least once.
2. I make sure I understand the overall theme and context of the text I translate and that, what I write makes sense in the context.
3. I look for red threads in the text to be translated.
4. I start working in good time so that I have time to do a good job.
5. I make use of all different sources of reference I have access to; such as general and specialized dictionaries, online communities, friends and colleagues, spelling and grammar checks and translation CAT tools.

***CAT and Other Tools***

TRADOS STUDIO 2009 and 2011

Word Fast Pro 3.0

Tag editor 2007

Microsoft Office 2010

Windows 7

High Speed Internet Connection

Member of ProZ.com where I can consult other translators and use their extensive term base.

I own an extensive bulk of reference material in forms of dictionaries and specialized dictionaries for technical terms, legal English, medical English and Business and Finance.

***Continued Training***

In order to keep my language skills up to date I make sure to read texts in my languages on a regular basis, for example newspapers. Also, I teach English, German and Swedish every day part time, both at the school where I work and online where I hold online courses for students from all over the world. I regularly listen to TV shows and/or documentaries in my languages and I have the wonderful opportunity to speak Spanish, Italian, French, German, English, Dutch and Swedish at work with my colleagues. Most of them are native speakers.

Finally, I also make trips on a regular basis, sometimes for a longer period of time (more than one month), to countries where my languages are spoken.

***Plans for the Future***

My goal is to become a top quality translator and specialize in one or two field. To achieve my goal, I will continue enrolling in courses which can offer me training in working as a translator as well as in the languages of my choice.

***References***

Dawn Wall at Tektrans

**Dawn Wall**

**Senior Project Manager**

Tel: +34 91 414 4401

Fax: +34 91 414 4444

mailto:dawn.wall@tektrans.com

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Rita Miskunaite

Project Coordinator, Life Sciences
**TransPerfect**

**London**

120 Fenchurch Street
3rd Floor
London, ECM 5BA

**Skype: tpt\_rmiskunaite**

t +44(0)20 7398 8217 | f +44(0)87 0112 3766

[**www.transperfect.com**](http://www.transperfect.com/)