

Emmyline Rundberg

Translator

Focused Translator with highly developed understanding of the Swedish language and culture. Skilled in quickly and accurately translating written documents and audio recordings. Over 3 years of related expertise.



Contact

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Nynäshamn, Stockholm, 149
41

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Skills

Transcription

Quality control guidelines

Proofreading skills

Fluent in Swedish & English

Critical Thinking

Organization and Time
Management

Cultural expertise

Document review



Work History

2021-05 -

Current

Transcriber

EMRU, Nynäshamn, Stockholm

- Listened to recorded dictation and transcribed information using AegiSub.
- Used headsets and transcribing software to take dictation of medical documents.
- Edited drafts created from speech recognition software.
- Performed freelance work with flexibility to meet employer-set deadlines.

2019-06 -

Current

Translator

EMRU, Nynäshamn, Stockholm

- Reviewed final works to spot and correct errors in punctuation, grammar and translation.
- Maintained message content, tone and emotion as closely as possible.
- Proofread, edited and improved documents of different sizes.
- Completed precise translations of official documents with correct words and phrasing to meet legal standards.

2018-05 -

2021-04

Grocery Team Member

Lidl, Nynäshamn, Stockholm

- Kept cases and shelves clean and well-stocked by front-facing, checking codes, rotating and removing out-of-date products to achieve fresh and appealing display.
- Maintained safe, clean and well-organized

working and shopping environment by sweeping and mopping floors and complying with health and sanitation procedures adhering to safe work practices.

- Checked for outdated and overripe grocery items and removed from inventory.
- Helped customers complete purchases by moving heavy items, collecting payments and bagging purchases.

Education

2016-09 -
2019-06

Journalism & Communication

Nynäshamns Gymnasium - Nynäshamn

2017-06 -
2017-08

English

STS Education - Malta