**Rikke Heller Bylov**

Name of firm: Words\_Bylov

Address: 7000 Fredericia, Denmark

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 **Curriculum Vitae** 

* ***Focused translator with a highly developed understanding of both English, Spanish and Latin American language and culture.***
* ***Skilled in quickly and accurately translating written documents and audio recordings.***
* ***Over 10 years of related expertise.***
* ***Successful at maintaining meaning, flow and specific characteristics of original words when translating documents or spoken words.***

**SKILLS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* University Degree from Southern University of Denmark: Master of Arts in Spanish.
* Proofreading skills. Advanced Danish Proofreading education from Danske Sprogseminarer A/S.
* Cultural expertise from years of living and working in both Spanish and English speaking countries.
* Years of experience with different language related tasks such as translation, proofreading, subtitling and transcription.

**WORK HISTORY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* 1. **- Now Working freelance with translation, transcription and proofreading**
* Subtitles and metadata for ZOO Digital Group
* Subtitles for Visual Data Media Services
* Translation of EU-documents for Lionbridge
* Transcription in Danish for EzDi
* Transcription in Danish for Global Language Team
* Judging AI files for Pactera Technologies
* Translating a collection of Spanish short stories

**04.2014 – 05.2018 Teacher and counselor at International Business College, Fredericia**

* Supported student teachers by mentoring on classroom management, lesson planning and activity organization.
* Observed and evaluated students' performance, behavior, social development and physical health.
* Assisted struggling students to maintain progress levels by designing individualized lesson plans focused on areas for improvement.

* 1. **– 02.2012 Spanish teacher at Fredericia Ungdomsskole**
* Preparation and completion of a Spanish course for beginners

**07.2008 - 12.2008 Consulting translator at Ordbogen.com**

* Consulted specialized dictionaries, thesauruses and reference books to identify closest equivalents for nuanced terminology, words and phrases.
* Compiled information, such as grammatical terms used in dictionary settings, into glossaries and terminology databases to be used in translations.
* Replicated flow, style and overall meaning of original texts.

**EDUCATION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**2020 Advanced Danish Proofreading**

 *Danske Sprogseminarer A/S- Copenhagen*

* In-depth knowledge of Danish spelling and grammar.
* Course in text editing in order to target text and message

**2013-2018 Student counselor**

*University College Syd*

* Diploma in educational, vocational and career guidance.
* Knowledge of different conversation and motivation techniques.

**2003-2013 Master of Arts in Spanish and Religion**

 *Southern University of Denmark*

* Main emphasis on language understanding, culture and translation.
* Teaching competence as well as good administrative and communicative qualities.

**ADDITIONAL INFORMATION \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

I've been traveling and working in Latin America for a decade, and therefore I have a deep understanding of both culture and language in that area. Furthermore I have highly developed skills in communicating in English, since that became my second language those years abroad. Also a lot of my education at university was in English, and hence I have a rich vocabulary when it comes to educational materials and academic texts.