

LEENA KINNUNEN MA, MITI

21 St James Court, Saffron Walden CB10 2TN, United Kingdom
+44 (0)7887 763318
leenak@talk21.com

TRANSLATOR PROFILE

- **Language pairs:** English to Finnish, German to Finnish
- **Native language:** Finnish
- **Translation:** 20+ years of professional translation experience
- **Revision and proofreading:** Experienced proofreader and translation quality controller
- **Professional membership:** Qualified member, Institute of Translation & Interpreting, UK

SPECIALISATION

Technical

- automotive engineering, construction equipment, process automation, material handling, heating and air conditioning, power tools

Electronics

- consumer electronics, printers and other office equipment, printed circuit boards

IT

- help files, UI strings and user manuals for business applications, automotive diagnostic tools, printer drivers

Business

- business correspondence, corporate policies, press releases, presentations, company newsletters, website contents, marketing material, questionnaires, product catalogues, European Work Council agreements, ISO 9001 Quality Manuals

Education

- e-learning courses and training material for technicians and sales people; education and classroom materials for teachers

SOFTWARE

CAT tools:

- memoQ 8.3
- SDL Trados Studio 2017
- SDL Trados 2007

Other software:

- Microsoft Office 2010, MS Office Proofing Tools, Norton Internet Security

QUALIFICATIONS

University of Tampere, Finland, Department of Translation Studies

Higher University Degree FM (Masters level degree)

Translation and Interpreting; Finnish, German and English

1987-1993

December 1993

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QUALIFICATIONS CONTINUED

National Association of Citizens Advice Bureau, London, UK October 2005
Certificate in Generalist Advice Work

University of Cambridge, ESOL Examinations, Cambridge, UK July 2009
Level 4 Certificate in Teaching English to Speakers of Other Languages (CELTA)

PROFESSIONAL EXPERIENCE

Self-employed translator, UK since 04/2000 – ongoing

- Providing translations from English and German into Finnish
- Revising and proofreading Finnish translations
- Evaluating Finnish test translations
- Carrying out QA checks and layout checks on Finnish translations
- Advising clients on issues regarding Finnish language and culture
- All related marketing, administration, IT, and financial tasks

Xerox Language Services (XLS), Slough, UK 01/98 – 03/2000
Translator

- Translating from English and German into Finnish:
 - automotive workshop manuals, online dealer information, campaigns
 - software and user manuals for diagnostic tools
 - computer based training courses, sales and marketing material
- Proof-reading, internal translation quality controls
- Maintaining stylistic guidelines and updating terminology
- Liaison with customers, suppliers and translation project teams

Financial Times Information, London, UK 05/97 – 12/97
Translator/Indexer

- Providing English abstracts of Finnish and German press articles for the business news database World Reporter

Wilh. Schauman GmbH, Hamburg, Germany 07/94 – 03/97
Credit Controller, Quality Manager

- Responsible for sales ledger, sales promotion material and advertising,
- Creation of a Quality Management System according to ISO9002
- Translating plywood related documentation from Finnish into German for internal use

Freelance translator, Hamburg, Germany 01/94 – 03/97
Part-time freelancer translating technical texts (electronics, chemicals, plywood industry, forestry)