

CURRICULUM VITAE

TARJA DINSDALE *MTT*



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BACKGROUND

I was born in Finland and moved to live in the UK at the age of 20 (1985). After spending 15 years working and raising a family in England we returned to Finland in autumn 1999.

WORK EXPERIENCE

1991 to present Self-employed translator - UK-Finland

Translating from English into Finnish:

- Technical: user instruction manuals, installation/service manuals for variety of machinery both in industry and home environments
- Automotive: owner's manuals, service manuals, mechanical data sheets
- Medical: Package leaflets and IFUs,-
- User instructions for personal medical devices and hospital equipment
- Patient and medical staff information leaflets for medical studies
- GUIs for medical equipment
- Medical studies
- Market research: medical studies, general topic studies

Teaching English:

- Private students in the UK 1994 and 1996: tailor made courses
- Helsinki Vocational College, Helsinki, Finland 2004, 2005 and 2010: planned and taught English language courses for milliners and dressmakers

1990-1991 Mellordata Ltd, Ipswich, UK (Computer sales)

Systems Analyst:

- Testing programs for errors and putting forward ideas for enhancements
- Training staff and writing reports in 4-GL
- Day to day running of a large network computer system

1985-1990 Finntransit Ltd., Felixstowe, UK

(Shipping/transportation of paper and timber)

Accounts supervisor/management accountant:

- Taking care of the day to day running of the department and producing management accounts
- In-house interpreter and translator: interpreting in meetings and contract negotiations, translation of company documentation

EDUCATION

1983 – Martinlaakso Upper Secondary School, Vantaa, Finland:

Matriculation Examination in Finnish, English and Swedish languages, Mathematics

1986 – IOL, London: Grade II Certificate in English

1993 – Trinity College, Colchester: TESOL Certificate

1995 – 1997 – Helsinki University, Finland: Finnish-English Translation Course

2003 – Trados Scandinavia, Helsinki, Finland: various Trados courses

2014 – Trados Scandinavia, Helsinki, Finland: TRADOS Studio 2014 course

2015 – SKTL, Helsinki, Finland: medical translators' course

PROFESSIONAL MEMBERSHIPS

Member of the Institute of Translators and Interpreters (MITI)

Member of the Finnish Association of Translators and Interpreters

SOFTWARE USED

Trados Studio 2014

Word

Excel

Various client-specific translation tools

RATES

Translation: English into Finnish €110/1000 words

Minimum charge: €40

**Proofreading/
editing:** €40/hour

