

TRANSLATOR PROFILE

PERSONAL INFORMATION

Name	Nationality
Kersti SKOVGAARD	Estonian

CONTACT

E-MAIL: info@a2z-lgs.net (This is the only genuine and authorised email address. If you receive an email from another address, please contact me as it may constitute a potential scam.)

PHONE: +372 56 627 910, +372 657 6379

MOTHER TONGUE: ESTONIAN

LANGUAGES	English	Danish	Swedish
• READING	excellent	excellent	excellent
• WRITING	excellent	good	good
• SPEAKING	excellent	good	good

LANGUAGE PAIRS

EN TO ET
ET TO EN
DA TO ET
SV TO ET

EDUCATION AND TRAINING

PERIOD	DIPLOMAS/QUALIFICATIONS OBTAINED	UNIVERSITY, INSTITUTES, ETC	COUNTRY
2001 March-July	Conference Interpreting Course	Estonian Association of Translators and Interpreters/ DG Interpretation	Estonia
1974-1979	MA, English	University of Tartu, Diploma Thesis: "Translation of Attributive Constructions from English to Estonian"	Estonia
1991-2001	Various marketing, sales and management training courses		Different locations

TRANSLATION EXPERIENCE + SUBJECT FIELDS

During 2006-2018:

EU-related: texts for DG EAC, DG REGIO, DG SANCO, DG ENTR, DG RELEX, DG JUST, DG INFSO, DG ENV; DG EMPL; European Parliament TV, European Social Fund; Schola Europaea (documents, brochures, press releases, websites, campaigns; through agencies), European Parliament TV subtitling

Technical: various user's manuals (hyperbaric chamber, oxygen mixer, positive airway pressure devices for treating obstructive sleep apnea; gurneys and stretchers; spiral conveyer; various home appliances; medical lab equipment; printers, digital cameras; agricultural machinery, excavator); SAP user's manual (translation of the manual + interpretation during a

training course); tender documents (fingerprint scanners and readers, multifunctional scanners; network service based on broadband technology)

Legal: contracts, notarial; description of the judicial systems of EU member states (for DG JLS website)

Financial: annual reports (ET to EN)

Environment: website, TV spot

Psychology and Psychiatrics: doctor-patient interviews; extracts from Heponiemi, T., Keltikangas-Jarvinen, L., Kettunen, J., Puttonen, S., & Ravaja, N. (2004). BIS-BAS sensitivity and cardiac autonomic stress profiles. *Psychophysiology* 41: 37-45; review of test administration guidelines

Other:

Film scripts and texts for ILO

An international airline company's website (translation, editing)

Beauty Care: websites for Procter & Gamble, Oriflame, Swedish Beauty

SAP instruction materials

Safety Data Sheets

Sales Leaflets

Guidelines for immigrants (UK)

Immigration and Asylum Toolkit

Due Diligence documentation (ET to EN)

Customer satisfaction survey (for a Scandinavian telecommunications company)

Employee satisfaction surveys (DA to ET)

An international footwear company's website (translation, review)

A Japanese automotive company's website contest

A Japanese automotive company's customer service alert system

A US automotive company's marketing materials

A car tyre manufacturer's marketing materials

Windscreen wipers' manufacturer's marketing materials

User's manuals and assay descriptions of medical lab system

IFUs of Japanese haematological analyzer

Marketing contents, customer and employee communication and website for an international provider of composites

A booklet on safe handling of bitumen

Camera user's manuals

Marketing materials for a Korean electronics manufacturer

Marketing materials of guitar amps

Marketing materials for a global fast-food chain

Tagline for a global soft drinks producer's campaign

Taglines for a British tea producer

Transcreation of TV spots and taglines

Translation of a global Free Classifieds website

City of Hobart (Australia) tourism brochure

Press releases

Job descriptions

Staff handbooks

A book on e-commerce in Europe

Monthly leaflets for several companies (imaging technology, printers, composite materials, mobile phones)

Product demo scripts (LED and LCD televisions, notebook and laptop computers, mobile phones)

Google Adwords/Analytics training programme

A sports betting website

Brand name evaluation

Translation of an online language learning platform

Translation of 2 online recruitment/talent platforms

Textile labels

Food labels

Pet food labels

Internal marketing (incl. slogans) for an international equipment rental company

Transcreation assignments for a global ridesharing business

SOFTWARE

SDL Trados Studio 2017, 2019
MS Office
Adobe

OTHER PROFESSIONAL EXPERIENCE

From 2012	Revisor / distance learning tutor for the Chartered Institute of Linguists' Diploma in Translation (postgraduate level translation examination, English to Estonian)
2012	Registered on the reserve list of the GSC (CONS/AD/076) as EE Temporary Agent
Since January 2005	Full-time translator
Since 1986	Part-time translator
1992-1995; 2003-2005	Managing Director for Estonian subsidiaries of 3 international companies (publishing, tobacco, canned food)
2001-2003	SEB Pank Life Insurance, Sales Manager
1980-1999	English and Estonian teacher (part-time)

<http://www.proz.com/profile/11059>

<http://www.linkedin.com/pub/kersti-skovgaard/32/603/b58>

http://www.tradonline-books.com/portfolio_1/from-estonia-kersti-skovgaard/