

JESSICA ANDERSSON

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Freelance translator since 2006, full-time since 2017. English<>Swedish. Native language: Swedish.

SAMPLE FIELDS AND PROJECTS

- Marketing: strategies, promotional videos
- Entertainment: television series synopsis
- Travel and tourism: regular updates of major travel sites as well as local tourism info
- Education: educational videos and material
- Health care: health care systems, guidelines, online health service providers
- Business: steering documents, press releases, newsletters, privacy and cookie policies
- HR: employee manuals and benefits, options, pension plans
- Finance: shareholder agreements, financial statements, annual reports, rights issues
- Legal: framework agreements, contracts, wills, estate distribution documents
- IT: software, manuals, app content
- Surveys and barometers on various topics, including political and social affairs
- Contingency plans and crisis communication
- Public procurement
- Newspaper articles
- Fact sheets and product info
- GDPR and privacy policies

CAT TOOLS

- SDL Trados Studio Freelance 2019
- memoQ (client licence)
- Various client platforms

RELEVANT PROFESSIONAL EXPERIENCE

Administrative Assistant, Region Örebro County <i>Örebro, Sweden</i>	2011 — 2016
Translator and Executive Secretary, Zinkgruvan Mining AB <i>Zinkgruvan, Sweden</i>	2009 — 2011
Credit Controller, Chubb Ireland Ltd. <i>Dublin, Ireland</i>	2008
Restaurant Manager, It's Italia <i>Half Moon Bay, California</i>	2003 — 2007

EDUCATION

Bachelor of Art Music Industry, California State University Chico <i>Chico, California</i>	1998 — 2002
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