

CV

PERSONAL INFORMATION

Name **TIINA SANNA HELINÄ HÄKKINEN**
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Nationality Finnish
Date of Birth 3RD FEB 1978

WORK EXPERIENCE

Freelance Translations, 2000 - present

I have collaborated with several different international translation agencies, companies and private customers. Some of the translation agencies and companies I've worked with include:

- Softitler Inc. (subtitling films, TV-series and documentaries)
- Edge Translations Ltd. (English-Finnish translations in IT)
- Ability (English-Finnish translations in business, marketing)
- Ectaco (English-Finnish translations for general dictionaries)
- Presto (English-Finnish translations in construction, business, medical, general)
- Burton Parma (English-Finnish translations in IT software)
- SEO Translations (English-Finnish translations in tourism & travel)
- Aardvark Translations (English-Finnish medical translations)
- Tulsyan Technologies (English-Finnish translations in IT, Telecommunications)
- Semantix Lingua Nordica (Finnish-English translations on business texts)
- Local Concept (English-Finnish translations in IT)
- United Biosource (English-Finnish medical translations)
- Elävä Kieli – Vivid Words (Finnish-English translations)
- McLehm International (English-Finnish translations)
- Orange Translations Ltd (English-Finnish translations)

I specialize in technical translations for the IT and telecommunications industry, but I also have translation experience in several other fields, including electronics, marketing, business, social sciences, mechanical engineering, politics, tourism and travel and medical. Additionally, I have experience in subtitling and video games localization. My subtitling projects have included documentaries, TV series and films. For games localization, I currently collaborate with 2 European agencies.

Etteplan Technical Information

Documentation Specialist, 18.2.2008 – 23.2.2009

structured documentation content design and authoring, translations from English to Finnish and Finnish to English, translation coordination in mining and construction related projects, internal business translations from English to Finnish and Finnish to English

Sigma Kudos Finland Ltd., 15.8.2005 – 15.2.2008

Team Leader, 1.6.2007 -15.2.2008

line management, project resourcing, HR, process development

Project Manager, 1.12.2006 - 31.5.2007

Managing documentation projects in telecommunication industry, budgeting, reporting, team support

Technical Writer / Information designer, 15.8.2005 – 30.11.2006

Technical Authoring and Content Design for telecommunications customer projects

BGS Finland Ltd, 25.10.2004 – 12.8.2005

Technical Writer

authoring structured XML documentation, graphics work for telecommunications customer projects

The British Embassy of Finland, 23.4.2003 – 22.5.2003

Translator Trainee

translating news headlines, editorial summaries, newspaper articles and other ad hoc texts from Finnish to English and Swedish to English

EDUCATION

29.9.2003 – 2.7.2004, Tampere Polytechnic

Technical Writing Diploma Course

24 credits of studies in technical documentation, web publishing, XML, HTML, technical authoring tools and translation memory tools (Trados). The course included a practical training phase, which I completed at Inion Ltd (a Finnish biomedical company) 7th Jan 2004 - 2nd July 2004. My duties there included:

-English-Finnish-English translations of medical equipment manuals, product specifications and marketing material

7.9.2000 – 11.6.2003, Tampere University

Master of Arts

Major: Translation Studies, English

Minors: International Relations, Finnish Communication Studies

25.9.1999 – 15.6.2000, University of Leeds

BA Candidate, European Studies

Major: European Studies

Minors: International Relations, Spanish

1.9.1997 – 31.5.1999, Joensuu University, Savonlinnan School of Translation Studies

English Translation Studies

Major: English Translation and Interpretation

Minors: International Communications, Swedish Translation

12.8.2004 – 31.5.1997, Joensuu Normaalkoulu Secondary School

Matriculation Examination

SKILLS

LANGUAGES

Finnish

• Mother Tongue

English

• Excellent

Swedish

• Fair

Spanish

• Scholastic

IT

Office Tools:

Microsoft Office: MS Excel, MS Word, MS PowerPoint

Adobe CS 3 Master Collection (Acrobat, InDesign, Photoshop, Illustrator, Dreamweaver, Fireworks)

Translation Tools:

Trados 2007 Freelance Suite, Passolo 2007, GameTranslator 2

Subtitling Tools:

Spot subtitling software