



CURRICULUM VITAE

Ellen-Marie
Kristiansen Ritchie

ADDRESS

4 Victoria Court
8 Regency Square
Brighton BN1 2FG
UK

PROFESSION

Translator, proofreader

LANGUAGES (FROM)

English, Swedish, Danish

LANGUAGES (TO)

Norwegian (mother tongue)

PHONE

+44 (0)1273 776533

FAX

+44 (0)1273 778839

EMAIL

emktrans@start.no

Language Skills

- Fluent in Norwegian: Mother tongue
- Fluent in English: 20 years residency in the UK
- Advanced in Swedish and Danish: 34 years experience

Translations Skills

- I provide more than 375.000 translated words per year to various clients world wide
- 16 years experience as a full-time translator
- Different writing styles can easily be adopted for marketing material, user manuals, questionnaires, children's games/books etc.

Expertise

- User manuals / consumer products
- Marketing material / travel
- Computers / IT / Localization
- Children's games / books
- Questionnaires
- General text

Education

Computer Studies and design:	1992-1993, England
Certificate in DTP:	1990-1992, England
Language Studies, Norwegian/English:	1982-1988, Norway

Clients

Microsoft, Motorola, Mercedes Benz, Yahoo, JCB, Ericsson, BBC, Phillips, Packard Bell, Sunrise Medical, Esso, Compaq, Nokia, Electrolux, Ford, Body Shop, Black & Decker, British Oil Company, Rentokil, Lipton, Samsung, Epson, Esso, Hitachi, Luxor, Thorn, Nikon, Canon, TomTom, Viasat, Teknikmagasinet, Hitachi, Walt Disney, Neurodan A/S, Otto Bock, Toyota, Lexus, Sony, JVC, Nintendo DS, Panasonic.

Software

Windows XP, Microsoft Office 2003 (Word, Excel, PowerPoint), Mac OS X, Dreamweaver MX 2004, Acrobat Reader 7.0. VMWare Fusion.

Trados SDL 7.5, TagEditor, SDLX Freelance, Transit 3.0 Satellite PE, Passolo 6.0.



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Hardware

PC and MAC (capacity 80 GB & 250 GB), broadband internet connection (8 Mbps), A4 printer, scanner, photocopier, fax, CD/DVD/writer.

Other Services

Member of the Scandinavian Translation Team (STT) - Scandinavian translations in one package. Read more about the services we offer at:

www.abc/swedish-translations.co.uk/scandinavian-translation-team.htm

Rates (2009)

Translation:	GBP 0.090 / EUR 0.13 / USD 0.14 per source word (non technical)
	GBP 0.095 / EUR 0.14 / USD 0.15 per source word (technical)
Proofreading:	GBP 35.00 / EUR 40.00 / USD 50.00 per hour
Minimum:	GBP 35.00 / EUR 40.00 / USD 50.00 (up to 250 words)

Reference Material

Oxford Dictionary, Dictionary of Science and Technology, Collins English/Norwegian Norwegian/English Dictionary Kunnskapsforlagets Large English/Norwegian Dictionary, Kunnskapsforlagets Large Norwegian/English Dictionary, Kappelens Large Norwegian Dictionary, English/Norwegian Technical Dictionary, ICD's English/Norwegian Computer Dictionary, Chambers Thesaurus, iFinger Electronic English/Norwegian/English Dictionary.