

Jarkko Latvala
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CV

Background information

I was born in 1968 in Helsinki, Finland, and currently live and work in Kuusamo near the Arctic Circle together with my wife and our 7-year-old twins. I have done translations from English into Finnish and the other way round for about twenty years now. I studied English Philology at the University of Oulu in Finland, and after having studied translation technology and IT, I was ready to begin working as a full-time translator. I work at my home office with my own tools and have everything I need here. My way of working is based on the principle that I always deliver the best possible quality I can produce. I know I'm not the cheapest, but I am very good and always keep my word as well as the deadline. Trust is very important to me. I guarantee that all the information entrusted to me is secure and not conveyed to any third parties.

Education

Flash training 2007 - Technopolis Ventures Oulutech Oy, Finland

Flash techniques, websites, animation, banners, games, applications and programs, Flex.

Translator training 2004 - PPKY Kuusamo, Finland

Translation technology, theory and practices of translation, entrepreneurship.

Content production training for web environment 2003, The University of Oulu, Finland

Marketing, communications, PR, content production, manuscripting, copy-editing, desktop publishing, production, multimedia design and implementation, WWW, entrepreneurship, networking, projects, Flash.

Career planning course 2002, The University of Oulu, Finland

University education 2002, The University of Oulu, Finland

Master of Arts, major English Philology (minors: IT, Philosophy, Political Science and French).

Language course 2001, ELCB Bristol, UK

Full-time intensive course in English language. Advanced level.

Work Experience

Full-time Freelance translator (from 2004 to current):

I have been part of several localization teams and participated in the localization of several printer scanners, video monitoring software, machinery instructions and user interface, 3D design software, map-related software, several web-based applications, financial management software, and HR management software, among others. These were all highly technical programs and my share was in total over 1 000 000 words.

I have translated: computer and software product ads and notifications, several printer and printer/scanner manuals, various device manuals, instrument and mobile manuals, robot manuals, web pages, marketing material, learning material, various software manuals and software related instructions, travel related ads and other travel related material, news and correspondence, bulletins, reports and studies, accounting records, CVs, automotive manuals, several excavator manuals, truck manuals and a large truck related flash presentation, paper and pulp related software and manuals, forestry equipment manuals, garden equipment manuals, several construction related manuals and presentations. In addition also some contracts, offers, legal documents, certificates, patent claims and a notarial certificate.

My customers include individuals, international large and medium size corporations, Finnish corporations, projects, government branches and translation agencies. The word count of my career as a full-time translator is way over two million well-translated words.

My other line of business is multimedia. I have done multimedia presentations of companies and individuals, animations, DVDs, as well as designed and implemented some web pages. My special skills include filming, Flash techniques and animation.

My translation speed (for no match content) is from 2000 words per day upwards depending on the content to be translated. I mainly produce quality translations from English into Finnish fit to be published as they are.

Prices and payment method

My rates are negotiable, normally about €0.14/word (other price categories to be agreed on separately). My hourly rate is normally €40 and applies to extra work and language checking/proofreading/editing. Multimedia and other services have project-based charges to be agreed on separately. I accept bank account transfers and MoneyBookers payments.

Resources

Languages

Finnish: Mother tongue.

English: Excellent.

Swedish: Good.

German: Tolerable understanding.

French: Basics.

Latin: Basics of the basics.

Localization and translation

Main resources: Experience, extensive general knowledge, versatility, extensive training, know-how, technical skills, software, speed and accuracy.

In the various localization projects that I have been involved with I have used Trados, SDLX lite, SDLX 2007, Passolo (translator edition) and Déjà Vu X (both full and translator edition).

Designing

Main resources: Training, versatility, experience, software, knowledge and technical know-how.

Projects, producing, graphic design, manuscripting and desktop publishing.

Multimedia

Main resources: Training, versatility, experience, software & equipment, knowledge, technical know-how. Flash, Web pages, animations, video formats, DVD discs, short movies and presentations.

Software and computers

Computers: Broadband cable connection and a backup connection (3 G HDSPA, 1 MB), three computers, several terabytes of hard disk space, 2 scanners and printers, excellent facilities.

Software: Windows XP, MS Office Professional Edition 2003 (and 2007), always the latest SDL Trados Freelance, the latest SDL MultiTerm, Wordfast, Déjà Vu X (DVX translator edition), SDL Passolo Essential 2007, SDLX 2007, Currently learning Alchemy CATALYST: Translator/Lite Edition, various zip programs, SimpleOCR, ABBYY FineReader, MonoConc, Wordsmyth tools, InDesign 2, Photoshop 7, Gimp, Macromedia Studio MX, Pinnacle Studio 11 Premium, Power Director, Mediashow, VideoImpression, PhotoImpression, Audacity, Audiograbber, InterVideo WinDVD creator, Nero, NoAdware and F-Secure Internet Security 2009. In addition to these, a large amount of small auxiliary tools.

Web tools: FLIPSTT OI Ver.2.0, Logoport, Trados.

File conversion

Anything printable, PDF to editable form: Abbyy FineReader, SimpleOCR and scanner.

Analogue to digital and vice versa: Pinnacle Studio and Moviebox, Sound editors.

Graphic formats: Photoshop, Fireworks, Flash, PhotoImpression, Gimp.

Security and confidentiality

I take data intrusion, virus threats and spyware seriously. I use up-to-date virus protection and several effective spyware removal and prevention programs, as well as use Mozilla Firefox or Opera as my web browser. I secure my sensitive files and my operating system (which I keep updated) with passwords and take regular backups for quick restoration.