

Teija Järvisalo

Freelance translator | English, Spanish, Catalan > Finnish

Translation, editing, proofreading, SEO copywriting and audio transcription services

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ABOUT ME

I am a **native Finnish** freelance translator. My **working language** pairs are **EN>FI, ES>FI and CA>FI**.

WORK EXPERIENCE

Freelance translator

Self-employed [09/2020 – Current]

Translation, editing, proofreading, SEO copywriting and audio transcription services.

Mainly English, Spanish, Catalan > Finnish

I have a near native proficiency in Spanish and Catalan, therefore I can also undertake translations from Finnish into Spanish and Catalan.

I hold an official C1 level ([Common European Framework of Reference](#)) certificate in Catalan.

Experience in translation & proofreading:

User interface texts and marketing materials in the field of IT, survey addressed to the users of an online portal, newspaper article about smart cities, institutional texts for a Spanish university, collaboration agreement, business email correspondence, letter of invitation to formal hearing, police report.

SEO copywriting for an online marketing company (topic: bicycles and cycling equipment).

Experience in grading output in Finnish of an Intelligent Personal Assistant.

Career break

Off work due to maternity leave [09/2018 – 09/2020]

I chose to take time off work to bring up my son and at the same time decide on a new career path that really fits my personal goals.

Accounts Payable & Accounts Receivable Specialist

Welocalize Life Sciences [12/2017 – 08/2018]

Responsible for all processes related to vendor and client invoicing of multinational translation company. Receiving and processing vendor invoices and resolving issues. Processing vendor payments and taking care of payment inquiries. Generating and sending client invoices. Managing invoicing issues, responsible for generating credit notes as needed.

Vendor Manager / Talent Manager

Welocalize Life Sciences (previously NOVA Language Services) [04/2015 – 12/2017]

In charge of selecting and recruiting external associates, and managing and maintaining the company's language vendor database. Seeking out new vendors for specific needs. Screening incoming resumes and tracking applications throughout the recruitment process. Managing

translation tests and corresponding with candidates. Negotiating rates and payment terms for vendors.

Language Engineering Assistant

NOVA Language Services [01/2015 – 04/2015]

In charge of managing and updating terminology databases and translation memories, reproducing format after converting PDF to Word, PowerPoint, etc. Other tasks using a variety of tools: CAT, text editors, OCR, audio editor, etc.

Translator, proofreader, editor

Centre for Teaching Quality and Innovation, Pompeu Fabra University [09/2013 – 07/2014]

Web content management using OpenCms. Translated, proofread and edited (ES, CA, EN) Institutional texts, on the website and others (emails, etc.). Created and managed questionnaires and handled other types of data.

EDUCATION

MA in Translation Technologies

Autonomous University of Barcelona [2014 – 2015]

Barcelona (Spain)

BA in Applied Linguistics

Pompeu Fabra University [2009 – 2014]

Barcelona (Spain)

CERTIFICATIONS

C1 level certificate in Catalan

According to Common European Framework of Reference

SDL Trados Studio 2014 for Translators - Intermediate

DIGITAL SKILLS

SDL Trados Studio 2021 / Microsoft Office / Speech Recognition / Audio Editing / Image Editing / OCR technologies / Subtitling / Web Content Management

