

JESSICA ANDERSSON

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Freelance translator since 2006, English<>Swedish. Native language: Swedish.

SAMPLE PROJECTS

- Procurements (public and otherwise)
- Contingency plans
- Crisis communication
- Tourist and info brochures
- Marketing plans
- Shareholder agreements
- Prospectus and rights issues
- Annual reports
- Various articles for major newspapers
- Travel websites
- Press releases and newsletters
- Framework agreements
- User manuals
- Fact sheets and press releases
- Marketing materials
- Crisis Response Plans

RELEVANT PROFESSIONAL EXPERIENCE

Administrative Assistant, Region Örebro County 2011 — 2016
Örebro, Sweden

Translator and Executive Secretary, Zinkgruvan Mining AB 2009 — 2011
Zinkgruvan, Sweden

Credit Controller, Chubb Ireland Ltd. 2008
Dublin, Ireland

Restaurant Manager, It's Italia 2003 — 2006
Half Moon Bay, California

EDUCATION

Bachelor of Art Music Industry, California State University Chico 1998 — 2002
Chico, California

CAT TOOLS

- SDL Trados Studio Freelance 2017
- Wordfast
- memoQ