

TRANSLATIONS, PROOF-READING / EDITING

Languages

EN (UK/US)/FR > DA

FR/DA > EN (UK/US)

Type of work undertaken: Translation, Proofreading, Editing, Authoring.

Some domains covered

- Telecommunications and Information and Communications Technology (ICT);
 - Automotive and other engineering;
 - General Commercial, Marketing, and Other documentation.
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Some examples of work undertaken

da > en:

- Annual report and management documents;
- Technical documents and technical specifications;
- Technical manuals, User guides, etc.;
- Contracts;
- Web-based training course material.

en > da:

- Technical instruction manuals;
- General documentation.

fr > da:

- Scientific Reports;
- Legal Texts.

fr > en:

- Contract texts;
- Automotive engineering and other documentation.

da, en, fr (authoring):

- Feasibility study and other management reports;
 - Tender dossiers and Tender evaluation reports;
 - Management and other correspondence.
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Some end clients for whom i have provided translation services

IBM (US), PSA Group (FR), ViaVac (NL), ZOOM International (CZ), Norsildemel (N), KMD A/S (DK), LEGO A/S (DK), DSB (DK), Hydrema A/S (DK), NNIT A/S (DK).

Education

Michael J.H. Davies (Proprietor)

1974 University of Kent, Canterbury, Kent, England (*BSc (Hons.)*);

1996 Henley Management College, Henley, Oxfordshire, England: (*Dip. Management*).

IT & Software Used

- MS Office 365 / 2016 (Word, Excel, PowerPoint);
- Libre Office;
- Foxit Phantom PDF Standard (*conversion PDF <> other formats*);
- CAT: SDL Trados Studio (2015, 2017), Wordfast.