

CV

Personal details:			
First name:	Manuela	Surname:	Hotvedt
		Date of birth:	28.09.1966
		Place of birth:	Berlin, Germany
		Residence in Norway:	since 11/2012
Address:	Østeråveien 70	Post. code:	4904
		Place:	Tvedestrand
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Software: MS Office 365, OmniPage

CAT: Across 6.3, MemoQ, SDL Trados Studio 2019

Language pairs:			
<i>Source languages</i>	Czech Slovak Norwegian Danish Swedish	<i>Target languages</i>	German

Subjects:

- Communication / Business / Management
- Health / medicine / pharmacy / alternative healing method
- Environmental / Security / Technology
- Art / Culture / Tourism
- Marketing / Advertising
- Legal / Documents / Public Administration
- Technical

Experiences:	Period
Freelancer in interpreting and translating in the Czech Republic	1987 - 2000
Freelancer in interpreting and translating in Germany	2000 - 2012
- legally certified translator in Berlin	2006 - 2010
Freelancer in interpreting and translating in Norway (Org.nr. 999 190 243)	Since 2013

Education:	Period
Economic education in Prague with SAT, Czech Republic	1988 - 1993
Course for literary translations in Prague, (Czech Literary Translators guide - Obec překladatelů)	1997
Special examination, legal Czech/German, Prague, CR, Universita Karlova, Faculty of law	05/1999
State translator exam CZ/GER passed in Prague, CR	03/2006
Course for technical writers (German), akademie.de	06/2013
Course in German legal language for authorized translators in Germany	07/2015
Terminology course – Språkrådet Oslo, Norway	11/2015
Several courses in literary writing in Norway (publishing house Aschehoug, Oslo)	2015-2017
German culture and literature – Østfold University College	2016 – 2018
BA-European languages – University in Oslo	2017 – 2019
Several courses in literary translations in Norway and Germany (Norwegian Literature Abroad)	Since 2017
The Chamber of Court Appointed Interpreters and Translators of the Czech Republic (36 hours/German and Czech legal terminology)	08/2017
Erasmus + at Charles University, Faculty of Arts – Czech studies	09/18 – 02/19
Plain language – University in Oslo	01/20 – 06/20

Membership
BDÜ – Association of interpreters and translators in Germany
NORFA – Norwegian Association of Professional Translators (chairwoman)
VdÜ – Federation of the translators of literary and scientific works

Tvedestrand, 18. 05. 2020
Manuela Hotvedt