



Camilla Eckard  
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este de la farmacia  
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San José, Costa Rica,  
Central America  
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Skype: camilla4377  
ICQ: Milla 8-773-756

Hello,

My name is Camilla Eckard and I am Swedish. I live in Costa Rica and I am working as a freelance from my home office. I have 13 years experience of translations. I am organized, efficient, reliable and experienced. I can do translations from English and Spanish to Swedish. I have experience within the following areas: medical, health care, clinical, biochemical, technical, computer science, etc. Learn more about my experiences below.

### **Background**

I have 11 years of clinical experience from my work at hospitals in Sweden (see letters of recommendation at the end). In 1996 I moved to Malaysia where I worked with documentation and translations for a Kuala Lumpur based company. In 1998 I moved to Barcelona Spain and I worked two years for a French/American company that develops medical software's (See: [www.picis.com](http://www.picis.com)). I was responsible for translations and documentations (English > Swedish) of their manuals, help files and software strings for their programs at the Documentation Department. In 2001 I decided to be a freelance translator and I set up an office in the centre of Barcelona. Since 2007, I am working from my office in Costa Rica.

I have done projects for companies like General Electric, Microsoft, Makita and ABB among others. I have 13 years experience in the field of technical and medical documentation and translation as well as web page design, image processing, and similar. I am reliable and quality minded.

*Camilla Eckard*

#### Subject areas:

Medical, health care, biochemistry, technical, Computer and Information Sciences, and general text.

#### Services:

Translation, editing, localization, proofreading, and desktop publishing.

#### Type of projects:

User manuals, help files, software localization, web sites, CD presentation, product specification sheets and leaflets.

#### Software:

Trados 7.5, Microsoft's LocStudio and Helium, MS Office, Adobe Photoshop, Corel Draw, PageMaker, RoboHelp Office X5, ForeHelp, SmartFTP, Snap32, Adobe Acrobat Reader and Distiller, etc.



Dictionaries:  
Medical, technical and language dictionaries.

Equipment:  
Scanner, digital cameras, printers, photo printer, etc.

## **Experience**

### Translation Projects

Below you will find some information about the companies I have been working with and what kind of translations I have done:

- Alaya Inc. – Manuals. Area: Technical.
- Scriptor Dokumentations Service GmbH - Software localization, manuals. Area: Health Care.
- Logoscript – Manuals. Area: Technical.
- typeStream – Software localization for Microsoft.
- B.I.Europa – Manual, Software localization. Area: Technical
- 101translations - Information sheets, Summary of Product Characteristics. Area: Pharmaceuticals.
- Wordsystem – Specification sheet, Manuals, Presentation letter, Questionnaire, Help File and HTML. Area: Biochemistry and Clinical.
- Sensus Language Services – Questionnaire. Area: Clinical/Pharmaceutical.
- 3D Word Inc - Software translations and Editing projects. Area: Technical and Clinical.
- Logos Group - Product specifications, Editing and Alignment project. Area: Clinical and Medical.
- Skrivanek Translations Services – Manuals. Area: Gas Supply Equipment.
- BioSystems - Specification sheets. Area: Biochemistry.
- To Localise – Questionnaire and Specification sheets. Area: Clinical.
- Picis – Software localization, Manuals, Help files. Area: Health Care and Clinical

### Other

I have also done web design, help files etc. for following companies:

- Hellberg Safety ([www.hellbergsafety.com](http://www.hellbergsafety.com)) – Creation of new web site and administration.
- ABB ([www.abb.com](http://www.abb.com)) – Presentation CD.
- Ajo Production Services ([www.ajo-services.com](http://www.ajo-services.com)) - Web design and administration.
- MicroTech Systemutveckling AB – Help files.

## **Education**

Health and Medical Services and Geriatrics Branch.

## **Language skills**

Language courses:  
English at British Council in Penang, Malaysia.  
Spanish at CFA in Barcelona, Spain.  
Catalan at CFA in Barcelona, Spain.

Except Swedish, I speak both English and Spanish everyday. I keep up with my Swedish by reading books and magazines, listening to radio and watching TV through Internet, being with Swedish friends and travelling home to Sweden. My husband is also Swedish.



June 18, 2001

To Whom It May Concern:

I have worked with Camilla Eckard since January, 1999 as her direct supervisor. During this time she has held the position of Documentation Specialist with sole responsibility for producing online help files for Picis software. I have only praise for the quality of her work and her overall professionalism.

Ms. Eckard has shown herself to be capable of working both independently and as part of a team on varied projects. In addition to help file production, her work included localization of software to Swedish, coordination with translation agencies, evaluation of tools for improving production processes, and design and production of the department's intranet page. Her most recent project involved researching tools for production of the company's manuals and help files using single-sourcing methods.

She attentive to detail and has high standards for quality. I have found her to be responsible, mature and unfailingly pleasant to work with.

I can recommend Camilla without reservation to any prospective employer.

Sincerely,

Catherine Dexter  
Manager, Documentation & Localization  
Picis, Inc.

Tel No.: 93 254 1042

Picis SA Carrer Císter 2 08022 Barcelona Spain Tel +34 93 254 1010 Fax +34 93 254 1011

Christer Eckard  
Manager Director  
MicroTech Systemutveckling AB

December 15, 1998

## **Employment certificate**

To whom it may concern:

Camilla Eckard has been working for MicroTech Systemutveckling AB during the period 01/02/1998 - 15/12/1998. Her main tasks have been administration, development and design of help file projects and manuals as well as translations and design/administration of information and documentation web pages. Camilla is very organized and performs her tasks in a very satisfying way. She has easy to cooperate and adapts fast to the team.

Sincerely,  
Christer Eckard

Manager Director  
MicroTech Systemutveckling AB

Henry Choong  
Vice President  
Juravic engineering Sdn. Bhd.  
37-3, 3rd Floor, Jalan 5/91, Taman Shamelin Perkasa  
56100 Kuala Lumpur

19 December 1997

To whom it may concern.

I have had the pleasure of working with Mrs. Camilla Eckard. She was employed by me for 14 months period from October 1, 1996 to December 19, 1997 for the purposes of assisting me with administration work as translating letters from Swedish to English, writing letters, making Windows help files for some of our software's, making manuals and assisting me at the exhibitions.

It has been a pleasure to work with Mrs. Camilla Eckard. She worked hard and always displayed a ready willingness for every task. We are still going to use her qualifications through Internet and I can really recommend her to anyone who could use her talents.

Sincerely,

Henry Choong  
*Vice President*

JURAVIC ENGINEERING SDN. BHD.

37-3, 3rd Flr. Jalan 5/91, Taman Shamelin Perkasa, 56100 Kuala Lumpur, Malaysia

Tel. No. +60-3-9864773, Fax +60-3-9864772, H/P 019-226862

April 22, 1996

To whom it may concern.

Miss Camilla Dahl, born may 16, 1967 has been working in the operating suite at the Private Hospital Sophiahemmet from April 10, 1995 to April 28, 1996 as an enrolled-nurse.

Miss Dahl duties has involved preparing the operating room for the patient prior to surgery. She has assisted the OR nurse during surgery in specialties like general orthopedic, gynecology, urology, plastic and stereo tactic procedures on a regular basis.

Miss Dahl is a very competent enrolled-nurse. She is alert, knowledgeable, watchful, concentrated on her duties and responsible. She has furthermore very pleasant manners and is always friendly and helpful to patients and her fellow workers.

She is now leaving our department and I can with confidence recommend her for any operating room position.

Ulla Schaeffer  
Nurse unit manager  
Operating suite/Day surgery

SOPHIAHEMMET AB  
Address:  
Valhallavägen 91  
P.O.B. 5605  
114 86 Stockholm  
Sweden  
Tel. No. 08-796 07 00  
Fax 08- 21 57 15  
Postal giro 319-4  
Bank giro 781-8305

## **LETTER OF RECOMMENDATION**

Concerning CAMILLA DAHL, born May 16, 1967

### Education:

After high-school Miss Dahl studied health-care and nursing for two years. She certified 1985 as enrolled-nurse.

### Professional experience:

Since June 1985 Miss Dahl has been continuously employed as an enrolled nurse in the Swedish National Healthcare System. Approximately half of the time in patient-care, half in assisting in the operating suit.

Besides basic patient care Miss Dahl has good training in treatment and bandaging of wounds, blood sampling, insertion of urinary catheters, giving injections, assisting in theatres and knowledge of all sterilizing procedures.

I have had Miss Dahl in my staff since one year and have the best experience of her abilities. Miss Dahl is very responsible and disciplined. Furthermore Miss Dahl cooperates very well and has a gentle attitude towards the patients and staff members.

Stockholm April 24, 1996

Yours sincerely,

Lars Torssell  
Consultant Anaesthesiology  
Senior Physician

**SOPHIAHEMMET AB**

Address:

Valhallavägen 91

P.O.B. 5605

114 86 Stockholm

Sweden

Tel. No. 08-796 07 00.

Fax 08- 21 57 15

Postal giro 319-4

Bank giro 781-8305

STOCKHOLM COUNTY COUNCIL  
Health and Medical Service Board

EMPLOYMENT CERTIFICATE  
Date  
1993 06 08

HUDDINGE SJUKHUS  
Operating suite K48

**Personal information**

Name:  
Camilla Dahl

Position:  
Enrolled-nurse

Administration:  
HS, Operating suite

Period of employment:  
1991-04-02 - 1993-08-31

**Position/demands:**

Camilla Dahl has worked as an enrolled-nurse at HS, Operating suite. Her mainly duties has been performed at the orthopaedic, eye and ear sections. During her "on-call" duty, she has been working at the surgery, transplantation, gynaecology and urology as well. Her duties have been the ordinary for an enrolled-nurse.

**Grade:**

Knowledge about the work: Extraordinary  
Capacity: Extraordinary  
Judgment/ responsibility: Extraordinary  
Cooperativeness: Extraordinary

**Further information:**

Camilla Dahl has carried out her duties in a extraordinary way and has always been a good friend, very popular among the staff.

We give her the best recommendation when she now quit her employment here.

For more information about the employee and her duties, please contact  
Louise Somell, vice nurse unit manager, +46 8 746 3047

Louise Somell  
Vice nurse unit manager  
Municipality:  
Södertälje Kommun  
Address:  
Östergatan 25, 152 43 Södertälje  
Date:  
950407

**Personal information**

Name: Camilla Dahl                      Position: Enrolled-nurse

Employed at Artursbergs Servicehus from 931005 - 950407.

Information about the organization:

Brunnsäng/Grusåsen is one of Södertäljes thirteenth municipalities units.

**Mainly tasks:**

Care, service and nursing tasks (on delegation from the county unit nurse) to the patients at Artursberg. Artursberg is a home for old people with special needs.

**Opinion:**

Camilla Dahl has shown great sense of duty and good judgment in her work. She has performed her duties to full satisfaction and she has been well-liked by her work-mates and patients.

**Additional information:**

Camilla Dahl has resigned her employment on her own request.

If you have any questions about the employee, please call  
Siv Eriksson Unit Manager Tel. No. +46 8 550 220 27

Siv Eriksson  
Unit manager

Skaraborgs County Council  
The county medical service  
Kärnsjukhuset, Skövde

Handling officer:  
Ulla Hörnqvist Spangfort

Date:  
1993-07-27

### **Employment certificate**

Camilla Dahl, 670516-5923, has been employed at the operating suite at Kärnsjukhuset, Skövde, between 900827- 910330 as an enrolled-nurse.

The operating suite has 18 operating rooms with specialties such as: orthopaedic, surgery, urology, gynaecology, eye, ear, and oral surgery. Yearly 13.000 - 14.000 operations are performed at the operating suite.

Camilla Dahl has during her employment at the operating suite performed duties as an enrolled-nurse. She has carried out her tasks in a meritorious way.

I can really recommend Camilla Dahl.

Ulla Hörnqvist Spangfort  
Nurse unit manager at the Operating suite, Kärnsjukhuset, Skövde