CV Peter Berntsen

Born:	1962 in Lund, Sweden
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Education/Training:
National Service, Ing 2 (Eksjö) 1980–81
Master of Science, Electronic Engineering, Lund Institute of Technology 1982–87
Reserve Officer Training, Engineering Corps Training Facilities (Södertälje) 1983–84
Consultant Training, Telub 1990
ISO 9001, STF 1994
Batallion Quartermaster Traning, Army Maintenance Center (Skövde) 1994
English (3 semesters), Lund University 1995–96
Translator Program English/Swedish (3 semesters), Lund University 1997–98
Project Management Training (PPS, TietoEnator) 1997
Danish (1 semester), Malmö University 1999
Information Mapping (3 day course) 1999
Various DTP Training Courses, FrameMaker, InterLeaf, RoboHelp, FrontPage, etc.
Visual Basic, 5 p, Malmö University 2002
Web Design, 5 p, Malmö University 2003
Change Management, 5 p, Malmö University 2003
Knowledge Management, 5 p, Malmö University 2003

Employments:
Extra when at university: **AB Felix** (Eslöv) 1985, 1986
Ing 2 (Eksjö), military instructor (1987–88)
Olson Refrigeration AB (Malmö), programmer and techwriter (1988–89)
Telub AB (Malmö), techwriter/consultant (1989–1995)
Celsius Inforum AB (Malmö), techwriter/consultant (1995–1997)
Enator Inforum AB (Malmö), techwriter/consultant (1997–1998)
TietoEnator Inforum AB, techwriter/consultant (1998–1999)
AeroTechTelub Inforum AB, techwriter/consultant (2000)
Telelogic AB, techwriter (2000)
Self employed since November 2000

Projects/assignments:
AB Tetra Pak (Lund), manual production (1989–1993), specification work (1995)
SattTech AB (Sthlm), manual production (1990)
Hunslet Ltd. (Leeds, UK), manual production, worked on-site in the UK (1992)
Alfa Laval AB (Lund), manual production (1993)
Kockums Computer Systems AB (Malmö), information analysis (1993–94)
Ericsson Radio AB (Sthlm/Gbg), information analysis (1992)
ABB Power Systems (Ludvika), information analysis (1994)
Försvarets Materielverk/Swedish Defence Material Administration (Sthlm), manual production (1994)

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Monetel (Copenhagen), manual production (1994-95)
UNION DATA AB (Sthlm), information analysis (1994)
Riksåklagaren (Sthlm), information analysis (1995)
Stadshypotek (Sthlm), information analysis+manual/web production (1996)
ABB Refrigeration AB (Norrköping), information analysis, documentation handbook (1994–95)
Riksrevisionsverket (Karlstad), information analysis (1996)
Litton Precision Products (Tempe, AZ, US), manual production (1996–97)
Vägverket (Borlänge), information analysis (1997)
Iggesund Paperboard AB (Iggesund), sales CD (1997)
Ericsson Radio Messaging (Sthlm), manual production (1998)
Öresundskonsortiet (Kbh), specification work for Oresund Link SCADA system (1998)
Ericsson Business Communications (Sthlm), information analysis +manual production (1998–99)
Ericsson Mobile Communications AB (Lund), project management+manual production (1999)
TietoEnator AB, methodology work, developed information analysis method (1998–99)
AssiDomän Förenade Well AB, information analysis+project management+training+manual production (1999-2000)
Vioma AB, manuals and online help for CM sw (2001)
TietoEnator ICC, project management (2001-2002)
t.a.c., project management, conversion of online help to RoboHelp format (2003)
Kvalificerad Yrkesutbildning (KY), 'Technical English (teacher, 2003)
SDL Ltd., technical translation work (ongoing 2003-)
Holms Industri, information analysis+templates (2005-2006, 2009-)
SCAN COIN, information analysis (2005)
ABB Automation Technology, project management, online help, product guides (2001-2005)
Smurfit Kappa Sverige AB, project management & information design, online help for Oracle-based business system, Sarbanes-Oxley compliance (2006-2014); IT security/SOX project, process designer (2007-2014), SAP implementation project (2012-2013)
pdp, Germany (Mitsubishi Europe ad agency), translation and localization work (ongoing 2007-)
Smurfit Kappa Kraftliner, Piteå, Sarbanes-Oxley compliance, IT security (2008)
Wood-Mizer, Poland/US, saw mill documentation (2008-)
Knightec AB, documentation for sealing machines, test stations, tube loaders (2008-)
Loki Translate, Russia, software translation and localization (ongoing 2010-)
Marks&Clerk, Luxembourg, patent translations (2010-2011)
BAE Systems, UK/Sweden, magazine articles (2010-2012)
Smurfit Kappa Norpapp AS, IT security/SOX project, support during preparations for IT security review, segregation of duties (2013-2014)
Lomma Maskinteknik AB, documentation for riveting machine, CE standards (2013)
Linguaserve, translation of manuals for mining operations (No->Sw, En->Sw) (2010-2015)
Qlik, localization coordinator, Business Intelligence sw (ongoing 2014-

Tools:	**Confluence** (planning, communication, processes) **Jira** (bug handling, planning, scrum, Kanban) **TFS/VSS** (version handling) **Git/Stash** (version handling) **Sharepoint** (planning, document handling) **FrameMaker** (DTP, templates), **PageMaker** (DTP), **Interleaf** (DTP), **Illustrator, CorelDraw** (simple illustrations), **Doc-To-Help** (MS WinHelp, HTML Help), **RoboHelp** (MSHelp), **ForeHelp** (MSHelp), **Acrobat Distiller/Exchange** (pdf production), **MS Project**, (planning, project management) **MS Office**, (DTP, planning, project management, calculations) **WebWorks Publisher** (HTML Help), **SDL Passolo 2011** (localization, also older versions and freelance version) **Catalyst 9** (localization) **SDL TRADOS Studio 2015** (translation, also older versions) **MS VisualStudio** (GUI design).
Programming:	**Pascal, FORTRAN77, QUICKBASIC, Visual Basic, HTML.**
Languages:	**Swedish** (my native language, experienced writer/editor/translator), **English** (close to "native speaker", I speak English with my American wife, experienced writer/translator), **German** (read and understand), **Danish** (read and understand, translate to Swedish), **Norwegian** (read and understand, translate to Swedish).
Services offered	**Project Management** **Process Design** **Training** (technical English and other techwriting courses) **TechWriting** (Swedish/English) **Translation and Localization** (English/Danish/Norwegian to Swedish) I**nformation Analysis** **Help System Design** **Information Design** (DTP, structuring, templates, layout; DTDs).
Specialities:	**Electrotechnical Documentation** (M.Sc.E.E.) **Automation** (3 years producing Industrial IT documentation for ABB) **Military Applications/Weapons Technology** (former army officer) **User Adaptation** (communication with "ordinary" users) **Production Systems** (workflow, documentation databases, tools, processes) **Web Technology** (HTML) **Content Management** (XML, DITA) **Information Analysis/Research** (+20 years of experience) **WinHelp/HTML Help** (structuring, production, terminology, indexing) **SOX (Sarbanes-Oxley) procedures/IT security** (process design, documentation, audit).