



Dagny Laufdal Haugen

Freelance Translator and
proofreader English/Norwegian to
Icelandic



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Rogaland, Norway



[My linkedin](#)



[My Proz profile](#)

ABOUT ME

Native Icelandic speaker with a multilingual background and professional experience working daily in Icelandic, English and Norwegian. Grew up in Iceland with an English-speaking stepfather and have been using English from an early age. Have been living in Norway since 2015.

Experienced Accounting Manager and business owner with more than 10 years of experience in accounting, invoicing, administration and customer communication within the tourism industry. Certified in translation studies through The Translator Academy and familiar with CAT tools including Trados.

SKILLS

Microsoft Office (Word, Excel, Outlook)

Translation and proofreading

Research and terminology

Business administration and management

Cross-cultural and customer communication

Accounting and invoicing systems

Independent and remote work

Organization and multitasking

EDUCATION

Freelance Translator

The Translator Academy Oslo/2022

Certified Personal Trainer

World class Iceland/2015

Nail Designer

Gloss Cosmetics Bergen Norway/2016

Office Administration & Accounting

Menntaskólinn í Kópavogi, Iceland (2010–2013)

COURSES

First Aid Course/Red cross Iceland/2015

Cognitive Behavioural Therapy/CPT Iceland/2013

Parent Management training PMT/Iceland 2014

EXPERIENCE

Accounting Manager

Mountaineers of Iceland/Freelance/2016-Present

Responsible for invoicing, account reconciliation, bookkeeping support, financial administration and communication with international clients and partners.

Owner & Director

Lukka AS / 2016–Present

Owner & Café Manager

Dreggen Café / Present

Nail Designer

Self-employed / 2015–2016

Provided nail design services and managed appointments and customer communication.

Certified Personal Trainer

Self-employed/2015-2016 - Making training and nutrition programs.

Addiction counsellor in training

Vogur SÁÁ/Reykjavík Iceland/2013-2014

Rehabilitation hospital for addicts worked as a counsellor in training

Bookkeeping assistant

Grunnur Bókhaldsstofa/Kópavogur Iceland 2010-2013

Worked in a bookkeeping office and learned a lot about accounting and finance

PERSONAL INTERESTS

Trading and investing, entrepreneurship and business development, finance and economics, health and nutrition, personal development and continuous learning, travel and tourism, reading, podcasts and documentaries.

LANGUAGES

• Icelandic – (Native) • English – (Fluent) • Norwegian – (Fluent)