

### Professional experience

Sept. 2005 – to date      **Freelance translator**

Please find below a summary of my most relevant translations. The translations varied in size between 250 and 35000 words.

	Client	Subject	Language pair
<b>Technical translations</b>	Atlas Copco	Technical manual for an air dryer	EN-NL
	STIB (City of Brussels)	Driver's instructions for Brussels' metro control panel	FR-NL
	Hill-Rom	Various translations for the medical products by Hill-Rom (manufacturer of electric hospital beds, low pressure mattresses, pressure vests etc): manuals for caregivers and technicians, instructions for cleaning, disinfection, maintenance etc.	EN-NL
	Logioom	User manual for a telephone	FR-NL
	Thomsom	User manual for a telephone	FR-NL
	Thomsom	User manuals for answering machines	FR-NL
	Lexmark	User manual for a printer	EN-NL
	Parkéon	Technical manual for a ticket-dispensing machine	FR-NL
	Araldite	Product descriptions and user instructions for adhesives	EN-NL
	Manitou	Lexicon user manuals for Manitou machinery	FR-NL
	CNH/Case IH	Catalogues for spare parts for New Holland and Case IH harvesting machines, information brochures about new products	FR-NL/EN-NL
	Ubink Solar	Construction manual for InterSole solar panels	FR-NL
Arrhythmia Alliance	Information brochures for patients using a pacemaker or an ICD	EN-NL	
Poma	Construction manuals and greasing instructions for ski lifts	FR-NL	
<b>Legal translations</b>		Contracts of sale	FR-NL
		Correspondence	NL-FR / FR-NL
	House owners in France	Summons	FR-NL
		Mortgage deeds	FR-NL
<b>Commercial translations</b>	CNH/Case IH	Information leaflets about advertising campaigns for CNH/Case IH dealers, new order procedures, new products etc.	FR-NL / EN-NL
	Cross Knowledge	Product catalogue for distance training solutions	EN-NL
	Gascogne Wood Products	Product and information catalogue about Imberty panelling	FR-NL
	Sodebo	Texts on supermarket displays for various bread products (ingredients, product descriptions)	FR-NL
	Hill-Rom	Training course material about annual assessments	EN-NL
	Nissan	Training course material about customer satisfaction	FR-NL
	House owner in France	Welcome guide for guests	NL-FR
	Champagne region	Texts for tourist brochures	FR-NL
	Piper-Heidsieck	Texts for information brochures	FR-NL
	Phytomer	Consumer information on leaflets and packaging texts	FR-NL
Cosmeceutik	Video subtitling	FR-NL	
<b>Localisation</b>	Candidate manager	Localisation of a recruitment programme	EN-NL
	Manufacturer of nutritional supplements	Questionnaire for beauty and health professionals about their awareness of nutritional supplements	EN-NL
	Crédit Fancier	Manual for the web based CRM system the bank is going to use	FR-NL
	Cosmeceutik	Website translation (www.cosmeceutik.nl)	FR-NL
	Camping Lac de Thoux	Website translation (www.lacdethoux.com)	FR-NL
	Campings du Gers	Website translation	FR-NL
	Gifttogether	Website translation (www.gifttogether.com)	FR-NL
	GTI-Suez	Website translation	FR-NL

## 1997 – December 2007 **Alarmcentre EuroCross**

### April 2005 – dec. '07 **Planning dpt. - Database analyst**

- Responsible for staff planning, recruitment & selection, forecasting of expected workload and planning for calamities.
- Making database queries for the purpose of anticipating expected workload and for management and client information, using Cognos Reportnet.

### Jan. 1997 - April 2005 **Various departments within EuroCross**

Emphasis on administrative support, quality control, outlining and improving management processes, all related to software and other ICT development. All this included as well the creation and translation of standardised correspondence documents in English, Dutch, French, German and Spanish and the translation of the business software from Dutch into English for EuroCross Prague.

## Education & Training

2004 – 2006 **B.Communication Translator French** – ITV Hogeschool – Utrecht

1988 – 1994 **HEAO** – Hogeschool Zeeland – Vlissingen  
B.Commerce Economics-Linguistics

2006 **Cognos Reportnet** advanced training

2005 **Cognos Reportnet I**

2002 Internal Achmea training, **Working on Projects**

2001 Internal Achmea **Management Training** (Professional leadership)

1998 Course in **German Business Correspondence**

## Computer Literacy

I have excellent command of:

Word	Paralax	Internet & e-mail	Lotus Notes
WordPerfect	MS Visio	Wordfast	Internet & E-mail
Excel	Sybase Infomaker	Cognos Reportnet	Powerpoint

I work with Windows XP Professional and Trados 2007 Freelance.

## References

Mr. Niek Hoogland at The Language Shop  
[hoogland.n@wanadoo.fr](mailto:hoogland.n@wanadoo.fr)

Mr. Serge Demoulin at Cosmeceutik  
[s.demoulin@bababiz.com](mailto:s.demoulin@bababiz.com)