

**Laurens Landkroon**

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| **Objective** | |
|  | * {English-German-Dutch} Translator/Interpreter/ Proofreader & Columnist; * Language trainer; Tailor-fitted in-company training courses and personal coaching; * Localization (Software & websites), Transcriptions, DTP, Subtitling and SEO services; * Interpreting Services & Management Consulting.     **[Expert fields include: IT/SAP, Automotive, Tech./Engineering, Multimedia & Gaming; other areas of expertise include Chemistry, Website & Software Localization and HR ]** |
| **PROFILE** | |
|  | * Qualified, seasoned translator, interpreter & proofreader/editor; * Experienced language trainer and qualified teacher; * Founder/Managing Director of Somerset Adviesgroep (Management Consulting); * Vendor Manager and owner of Somerset Translations;   ***(I have been working independently as a translator & interpreter since 2002)*** |
| **Professional experience** | |
|  | * Developing educational material for several organisations and institutes (e.g. Universities, Colleges); * Translating MSDS sheets, (technical) manuals, user guides, brochures, annual reports, company policies/contracts, PowerPoint presentations, websites, software, etc. * Proofreading/editing university exams, (literature) assignments & business correspondence; * Localization of (educational and games) software and websites using specialized software and CMS; * Literature translations (e.g. biographies, children’s books, novels/short stories); * In-company language training courses; * Ongoing projects for several charity organizations, such as Dance4life and the GAEA foundation; * Collaborated on developing online language training course; * Interpreting services (conferences, company audits, presentations, focus groups, training sessions, etc.)   ***(You can read additional information about my experience, a list with recent projects and my interpreting services on pages 3 to 6 below)***   * Short list of clients: Shell, ABN/AMRO, Microsoft, Sony, Samsung, Philips, Nortel, HTC, UPC, Lenovo, Xerox, Goldman & Sachs, Mercury Telecom, Siemens, Essent, Sabic, Dance4Life, Volkswagen, Honda, Nissan, Pfizer, Jet2.com, Discovery Channel;   (**Gaming**: Microsoft, Sony, Codemasters, Electronic Arts, Nintendo, King.com) |
| **Education** | |
|  | * Further Education in Business & Finance; * Higher Vocational Education Management & Organisation; * 2nd degree Teacher Training (Higher Vocational Education); * 1st degree Teacher Training (University of Professional Education); * A-level Certificate German Language; * ITV; Higher Vocational Education for Translators & Interpreters (EN-NL/NL-EN); * LOI; Higher Vocational Education (EN-NL/NL-EN Translator); * Several workshops & webinars; e.g. CAT tools (SDL Trados, Across), Subtitling, DTP, Legal translation and HR/Management. |
| **employment history** | |
|  |  **Teacher:** “NIMETO”, Further Education (1998-1999)  - designed new education program and tests;  - workgroup for literature education.   **Teaching Assistant:** ”Pelicans F.E. College”, (**U.K.**)(1999-2000)  - introduced effective new communication methods;  - intensive 24-hour “one-on-one” education and guidance.   **Teacher:** Secondary Education;         - “Het Steenriet”and ”De Klipper”(2000-2001)              - responsible for solely running English Department;              - applied new teaching methods with good results [add.: Special Education Schools]    - “Reggesteyn College” (2002) -incl. exam classes-    **-Teacher:** at Van Rhijn College, Further Education (2002-2004):  - Business and Management College; -exam classes;  - Implementation of pc and internet in teaching method.   **Corrector and Examiner** “IB-Groep”, (2001- )  - Government Examinations, all ages and levels, including special needs schools, GCSE and A-level exams.   **Translator/Editor**  “Denda Multimedia”, (1998-2002)  - Games and software translator/localizer; developed software and educational material (summary/essay writing, book reports, teaching methods, etc. for DVD release);    - Literature reviews and essay writing.   **Project Manager / Translator / Proofreader**  “Transavalon" (2001-2006)     - Vendor Manager and Head of Translation Department  - Job Acquisition, QA testing, Project Management    - Literature reviews and essay writing   **Interpreter**  - I provide the following interpreting services: Whispered, Consecutive, Liaison, Conference, Focus group & Media, Escort and Simultaneous interpreting. |
| **Software** | |
|  | CAT tools: SDL Trados, Wordfast, MemoQ and Across (desktop software), and Matecat (online); other software: Adobe Acrobat, Abbyy Finereader, Photoshop, Indesign, Dreamweaver, Microsoft Office, Dragon Naturally Speaking. |
| **Personal** | |
|  | * Leisure: Arts & Crafts, History and Music/Multimedia; * I enjoy theatre, reading, a good movie, photography, music production & gaming; * Languages: Dutch (native), English (near native) and German; * Enthusiastic sportsman (running/cycling/tennis/skiing); * Devoted father of three.   For additional detailed information about my background and experience,  please visit my corporate profile at:  [**http://www.proz.com/profile/97744**](http://www.proz.com/profile/97744) |



**Translation Localization & Proofreading projects**:

This is a list with some of the projects I have worked on the last few years (I use a standardised workflow procedure, to guarantee that both quality and timeline schedules are kept, without compromising on essential issues).

You can find more information about my background and experience on my website **http://www.somersettranslations.com**

IT/TELECOM/SAP

\* Long term SAP project for Essent (Energy, Netherlands); English-Dutch-English localization/ translation/proofreading and rewriting software content, user guides/manuals, training material and PowerPoint slides for SAP system implementation onsite.

Over 150,000 words translated.

\* SAP - HRM/HRP/HCM modules – Translating and editing content in English-Dutch / German-Dutch (US SAP systems supplier; agency); (Human Resource Management/Human Capital Management). approx. 110,000 words translated.

\* Translation/Proofreading SAP HR Modules – various documents, presentations, training material, contracts, software localization, etc. >> 80,000 words translated.

\* SAP training manual WM (Warehouse Management) & AM (Asset Management): (German-Dutch); Translation project for a manual for training employees regarding management and registration (i.e. Assets, Machinery, Investments, Purchasing and Sales). Over 250,000 words translated.

\* Translation services for various Internet communication / Mobile phone / Wireless telephone technology providers (e.g. Bluetooth application, VoIP services -VoIPbuster and Skype);

Translation of various ICT applications (Tailored software applications, messaging software, Internet Services, networks, etc.)

Manuals and help guides for telephone providers (e.g. smart phones, Iphone, Ipad. 3G);

Client Management systems (T-mobile, KPN, AT&T, BT, XLN Telecom);

Online help system (website localization);

>>approx. 450,000 words translated.

\* DVD players, LCD and LED monitors & TV, refrigerators, video cameras; cell phones, Bluetooth, iPod, MP3, wireless devices.

\* User Guide for PDA/ Smartphone (English into Dutch and German into Dutch).

Selected clients in IT/SAP and Telecom:

Mead Johnson Nutrition

Infosys

AT&T

Telefónica

Deutsche Telekom

Nortel

Mercury Telecom

Samsung

Technical/Engineering/Automotive

Engineering branches for which I supply translation services:

Heavy machinery and engineering industries

Oil/Petrochemical

Shipping

Energy/Power generation

Automotive

Aviation

Sprinkler systems, Security alarm systems, flowcharts, material and equipment specifications, technical procedures and control systems, pumping systems; heavy machinery, operators manual for industrial computers.

Installation manuals, localization services, service guides and maintenance manuals for:

Industrial machinery, mixers, conveyer belts, construction equipment, production lines, manufacturing machinery, polishing/painting and other graphic design equipment and machinery, packaging systems;

Translation and Localization of ventilation and air conditioning systems, Material Safety Data Sheets (MSDS), emergency and safety procedures, pumps, programmable software systems, user interfaces, electronic wiring, power station, generators, heat exchangers.

Translating and writing technical documentation requires considerable experience and skill in this specific branch; Projects in engineering and automotive involve creating and maintaining industry specific glossaries and terminology databases, to ensure consistent use in all content and documentation for specific products and or software. This ultimately results in an effective and efficient process, a value added service which leads to considerable cost savings for translation costs (Do contact me if you want more information on CAT tools; an essential tool for creating the highest quality output).

I recently completed a collaboration project to edit the IATE/EURLEX terminology database to make it more accessible/usable for translators (approx. 75,000 words).

Selected clients in Tech./Engineering:

Saudi Aramco

Qatar Petroleum

ExxonMobil Coorporation

Royal Dutch Shell

BP

Sabic

DuPont

GENERAL IT

Translation services for specific IT branches:

* Printing Industry (Brother/Canon/Xerox); Telecom; PC software and hardware manufacturers; Software Developing companies.
* Internet Providers; ICT systems suppliers.

**Selected overview of various projects and assignments:**

I translated Product brochures, manuals and marketing material for fax, copiers, printers, scanners, webcam, modem suppliers, etc.

Software localization of software strings for control modules, mobile phone system updates, internet services, games, online social media, press releases, news and updates, internet providers.

Business proposals for business to business company, Server Help content and manuals for deployment guides, Anti virus security software, Basic System Operation, Troubleshooting Guides, management systems, Bluetooth applications, business proposal letters (B2B), wireless network, LAN, product brochures.

Proofreading a large CAT-1 Monitoring System translation (German), Specifications for software updates Microsoft Office (multilingual project; English, German, French, Spanish, Danish, US, Dutch for Translation Agency (UK).

Electronics technology software; translating over 250,000 words for multinational/corporate clients (US); e.g. Oracle, Microsoft, Google, Nortel, SAP.

Selected clients in IT:

Samsung Electronics

Dell

Lenovo

Google

Intel

China Mobile

Automotive

One of my main fields of expertise; Translation projects include translating and proofreading owner manuals, brochures, press releases and engineering guides (passenger cars, trucks, industrial machinery, etc.).

Here is a list with a couple of the areas that are related to this field: Industrial machinery, Mechanical and Chemical engineering, Electronics, Telecommunication, and marketing /advertising services.

I use specialized, highly technical dictionaries, specialized bilingual glossaries and CAT tools (translation memory systems), to guarantee the highest possible consistency and efficiency output. Thus, branch specific terminology is stored and ready to be used in future projects, saving both time and resources.

This means a considerable reduction in costs and can ultimately save a considerable amount of money.

Feel free to contact me for a tailored quote, so we can discuss the possibilities of using Translation Memories for your translation projects.

Service & Maintenance guides

Heavy Machinery (cars, trucks, forklift, factory floor machinery, etc.) manual and service guide translation

Assembly guides

Course material for engineers and workforce

Dealer documentation

Wiring and electric diagrams, Logistics, Electronics

I serve clients in the automotive industry from all over the world, mainly in the US, UK, Europe, Netherlands, Germany, China and Korea.

Corporate Clients:

Honda

Volkswagen

Nissan

Ford

BMW

Toyota Motor

Multimedia & Gaming:

Overview experience in game translation/localization:

Marketing material, user manuals, walk through guide, copywriting, in-game text, press releases.

- Ongoing translation project User guide/manual BlueRay dvd disc player (English into Dutch); 85,000 words; (Onkyo)

- MDB Movie Database: localization of selected website modules/pages, professional profiles, movie reviews, etc. into German, Dutch, French and US English. - Appr. 90,000 words.

- Translating the Nintendo 3DS manual from English into Dutch; help content, on screen content, user guide; over 60,000 words; (Nintendo Germany).

- Microsoft Xbox 360 games: product brochures, in game text, advertising content, etc.

(US agency)

- Translation/Proofreading of new games (in game text, marketing material, Terms & Conditions, etc.); e.g. Battlefield Hardline, SimCity BuildIt, Real Racing for Android/iPhone.

Corporate clients Gaming:

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| --- | --- |
| Nintendo 3DS and Wii  Electronic Arts  Ubisoft  Disney Entertainment  Microsoft XBox | Sony Playstation and PSP  Online casino websites  Codemasters  King.com |

Banking/Finance

Translation and proofreading of financial summaries and planning, stock exchange texts/ documentation translation and proofreading, Shareholders' agreement & resolutions, Press releases, Profits/Losses accounts, investments, Sales agreements, Warranties, Covenants, Website Localization, Macro-economic surveys, Annual reports, Equity research, Bank Statements, Insurance policies, Claim documents.

Selected end clients:

Bank of America Corp. / Lloyds Banking Group / Royal Bank of Scotland / ING Group

BNP Paribas / ABN AMRO

Marketing/Advertising

Translation and Localization projects include:

Folders, product brochures, booklets, catalogues, websites and other publishing material for multinational companies and various commercial businesses (e.g. musea, internet stores, warehouses, DIY store, restaurants/hotels, universities, government, prospectus, consumer electronics, household products, consulting agencies)

Market reviews, surveys, industry specific analysis reports for several online social media portals, such as Facebook, MySpace, LinkedIn, Habbo, MyHeritage and Netlog.

Human Resource/Business

This is also one if my fields of expertise; I translate a broad range of material for numerous companies:

Translating/Reviewing and editing training material, (PowerPoint) presentations, training courses, company profiles, press releases, various contracts, business proposals, material for conferences, content for recruitment and selection procedures, performance management, surveys, employee training programs, job descriptions).

I translated guidelines for employees regarding the strategic goals of the company, HRM practices and work strategies.

Proofreading/translation of management & staff meetings, reviews and reports regarding workshops, conferences & seminars.

Tourism/Travel

Large Translation project for Global Travel network; over 200,000 words translated/reviewed (through online CAT tool)

Several projects for Travel Agencies and Hotel chains; translating everything from websites, brochures/catalogues, online search engine and even menu cards to writing articles and travel guides.

Clients:

Booking.com

Skyscanner.net

Kayak.com

Tripadvisor