



Clearly Dutch – Josephina Kooijman
200 Andrea Way
PO Box 471
Craig, CO 81626
phone (970) 756-1222
e-mail: josephina@onsitetranslations.com
josephina@clearlydutch.com

Language pair
English into Dutch (mother tongue)

20+ years translation experience

SPECIALIZATIONS

Technical Translations

- Information Technology – Press Releases, Interactive Intelligence for Call Centers, Mozy, Descarte
- Software Localization – Microsoft, HP, OPEN Fax, Xerox, Photo Editing software, Printing software, small and large apps
 - Website Localization – From Human Resources and marketing websites to highly specialized technical website
 - (Examples are: <http://www.lhh.nl/> and <https://www.topcompositioning.com/nl/>)
- Safety Data Sheet – Material Safety Data Sheets, Product Safety Data Sheets
- Devices and Appliances – Manuals for mobile phones, MP3 devices, Pitco fryers, Marquis hot tubs, and many more
- Logistics, warehousing and transportation -

Training and Human Resources

- Corporate training courses: mentoring, conferencing, coaching, telephone etiquette skills, negotiation skills, sales skills, situational coaching, Crucial Conversations, Microsoft Office online training
- Human Resources: general HR materials, Hay method job grading, business codes of conduct, safety and health procedures, labor contracts, labor disputes, immigration forms, pension plans

General Business and Marketing

- Newsletters and marketing materials in a wide subject variety; from newsletters for oil companies to baby items
- Creative translations for ad campaigns and banners (no transcreation)

Legal

- Contracts – sales contracts, sales terms, GDPR, user terms and conditions
- Code of Conduct and Privacy Statement
- Divorce decrees and wills
- Some patents

Computer Aided Translation Tools (CAT)

Studio 2017
Lingotek TMS Workbench
MemoQ LTS

Education

3 years Political Sciences at the University of Amsterdam; no degree; Human Resources College; Bachelors