

## Curriculum Vitae

### Name

**HUFKENS Christine**

### Address

Lebaudystraat 46, 2170 Merksem, Belgium

### Telephone

+32 3 281 28 02

### Fax

+32 70 40 04 36

### Email address

christine.hufkens@skynet.be

### Date of birth

August 12, 1969

### Nationality

Belgian

### Languages

Flemish	- Mother tongue
French	- Very good
English	- Very good

### Language combinations

English → Flemish  
French → Flemish

### Education

- Postgraduate Translating on European Level – Business English, Catholic University of Louvain (2002)
- Marketing Initiation, UFSIA, Antwerp (1999)
- Additional licence Business Administration, UIA, Wilrijk (1994)
- Master translator Dutch – French – English, University for Translators and Interpreters, Antwerp (1993)

### Experience

Since 1995

**Short overview working experience**

<b>12/2001 – present</b>	<b>VARIOUS CUSTOMERS</b>	<i>Freelance translator Freelance technical writer</i>
<b>09/2002 – 11/2005</b>	<b>EVAL EUROPE</b>	<i>Marketing &amp; Communication engineer</i>
<b>08/2001 – 09/2002</b>	<b>XRT</b>	<i>Technical writer Software documentalist</i>
<b>04/2001 – 07/2001</b>	<b>REAL SOFTWARE</b>	<i>Copywriter Technical writer</i>
<b>01/1996 – 03/2001</b>	<b>TABACOFINA-VANDER ELST</b>	<i>Marketing Executive</i>
<b>01/1995 – 12/1995</b>	<b>ASTRUM CONSULTING</b>	<i>Office Manager</i>

**Specialisations**

- Marketing/company brochures
- Market research questionnaires
- Tourism
- Cosmetics
- Software manuals
- IT (general)
- Business/general
- Human Resources
- Subtitling
- Plastics

## **Projects**

**12/2001 – present**

### **VARIOUS CUSTOMERS**

*Freelance translator  
Freelance technical writer*

#### Recent translation projects

- Several marketing research questionnaires (EN-DU)
- Destination descriptions for a tourism fair (FR-DU)
- New website for a well-known brand of hair care products (EN-DU)
- New website and marketing brochures of an international railway company (EN-DU)
- Marketing material for a cosmetic filler (EN-DU)
- Subtitling of about 30 films for a Belgian film festival (EN and FR to DU), annual recurring project
- Product cards and a software user manual (EN-DU)
- HR documents (FR-DU)
- 'Sales bible' for a technology company (EN-DU)
- Text on performance management for a Belgian soft drink company (EN-DU)
- Subtitling of 22 manga cartoons
- Text on meat processing (EN-DU)
- Several texts for an event company (FR-DU)
- MSDS

**09/2002 – 11/2005**

### **EVAL EUROPE**

*Marketing &  
Communication Engineer*

#### Task

- Standardisation of all internal and external information (web site, corporate brochures, presentations, product information brochures), translation of this info into commercial information and keeping it up to date.
- Writing new corporate brochures and technical product brochures, web site texts, press releases...
- Developing publicity campaigns and promotional material in cooperation with the publicity agency. Setting up of B2B marketing actions.
- Coordination of the practical organisation of press conferences, sales meeting, and trade shows

**08/2001 – 09/2002**

**XRT**

*Technical Writer  
Software Documentalist*

Task

- Writing and updating software manuals (also online help module) for the end user (cash and treasury management software).
- Coordination of the translations.

Environment

Framemaker, Robohelp

**04/2001 – 07/2001**

**REAL SOFTWARE**

*Copywriter  
Technical Writer*

Task

- Writing software manuals for the end users of a banking department.
- Writing press releases, the weekly internal newsletter.
- Translation of the year report.
- Translation of various documents from Dutch to English.

**01/1996 – 03/2001**

**TABACOFINA VANDER ELST**

*Marketing Executive*

Task

Elaborating and coordinating marketing actions in cooperation with the brand managers:

- purchasing publicity material, gadgets and incentives,
- writing mailings and processing the responses,
- developing all kinds of printed material.

**01/1995 – 12/1995**

**ASTRUM CONSULTING**

*Office Manager*

Task

- General administrative work for the consultants of the company.