



Curriculum vitae & Portfolio

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Curriculum vitae

Born on the 13th of August 1967 at Groningen in Holland, Gudrun Venema was raised bilingually in Groningen, Nijmegen, Maastricht by Ms. Dr. E.A. Emrich, who is a germanist and has for many years been a teacher at the School for Translation at Maastricht (NL).

Primary education in Groningen, Zevenaar and Nijmegen. Secondary education in Nijmegen and Maastricht. Graduated with a Havo-diploma in 1987 with only good grades for the four languages, French, English, Dutch and German. Many holidays were spent abroad, mainly with family in Germany.

- 1987-'93 Rijkshogeschool, Opleiding Tolk-Vertaler in Maastricht: Dutch – French – English – Engineering.
Although having studied within the old system, I got the than new title **Baccalaureus Translationis (BTr)**
- 1989-'90 Training period at Besançon, France. First experiences with translation jobs.
- 1991 -Linguistic support of a soldering company wanting to go international.
-Study of technical translation German – English at the Fachhochschule Köln thanks to the Erasmus-programme.
- 1992-'94 Member of a team writing and translating a series of booklets on gardening. This was a good exercise, because we went through the whole process of the conception of a book, up to printing and selling it.
- 1993 Training periods with two different translation agencies in Holland: Euroterm, Maastricht & Reversie, Nijmegen.
- 1994 Mosa BV: on site translation of export documents.
- Nov. 1994 Application for a VAT-nummer, so this is the official start as a professional freelance translator.
- 1995 Filling in of a pregnancy leave at the Sales Germany department of Mosa BV.
- 1996 Telemarketeer for IBM Seminars to be given in Germany, Austria and Switzerland.
Temporary jobbing as an interpreter/translator.
- 1997 As from now, I only take on free-lance work, done from the computer at home. Clients are:
Tekom, Amsterdam - Fax, Groningen – WTS, Zeist - Van Leer Services, Mijdrecht
and others with machine manuals, business correspondence, touristic material, project descriptions for building proposals and public service papers.
- 1999 Registration of Vertaalbureau Runa, which becomes Runa Translations later on, in the register of companies. I have been active as a translator, revisor and editor under this trade name ever since.
Regular clients in these years are amongst others.:
AVOC BV, Venlo, Alquin BV, Boxel - TaalXpert, Amsterdam, ZappMedien, Berlin
with manuals to sound amplification equipment, business contracts, fashion catalogues, Christmas menus, website & catalogue for plastic construction materials, radio controlled timing- and traffic regulation systems.
- 2002 Now we have moved from an apartment to a big house with separate office. A new computer system is in place with Windows + Office 2000, PageMaker 6.5, Trados and two monitors.
- 2003 Temporary 20-hour job at the order management of a German postorder pharmacy in Landgraaf, NL.
- 2004 Many requests for the translation of specialized texts.
- 2005 Manuals and alike form the bulk of the work, even though juridical, general and commercial texts are done as well.
- 2006 The main specialisations now are: automotive, machinery, audio and commercial texts into both Dutch and German.
- 2012 Time to get a new PC with Windows 7 and Office 2010 plus Trados Studio 2011 as translation software.
- 2013-now Translation work gets ever more specialised: e.g. standardisation and pharmaceutical papers. Correction & revision tasks are taking almost half of my time. New activities are the transcription of filmed interviews and the supervision of exams as an invigilator.

In all these years I have had so many technical, juridical and commercial texts to read, understand and translate that it is impossible to mention them all. To be able to document my thorough specialisation in diverse fields, I've conceived a portfolio, in which all texts are categorised according to language combination and topic. The following overview forms an abstract of this, containing all translated material above 20.000 words per topic and language combination.

Portfolio

Current as of 31-12-2013

English > Dutch

Total: 1.111.500 words

German > Dutch

Total: 1.360.000 words

French > Dutch

Total: 380.800 words

Subjects with a volume of 20.000 words or more:

TRANSLATION

	Amount of words
Surveys	40.000
Automotive	60.000
Control technology	40.000
CNC-automation, metalworking machines	130.000
Electronic components	20.000
Digital media and devices	40.000
Power plants & power grids	20.000
Farming and agriculture	25.000
Hydraulic machinery	170.000
Lifting- and handling equipment	60.000
IT, software	30.000
Industrial machine manuals	70.000
Pump technology	30.000
Technical instructions - general	30.000
Packaging industry	175.000
Biochemicals, pharmaceuticals	140.000
Astronomics	24.000
Quotations, project descriptions	25.000
Internal communications	22.000
Culture, musea, architecture	24.000
Food, menus, drinks	20.000
Marketing, advertisements	40.000
Commercial contracts	37.000
Legal documents from civil, commercial and criminal lawsuits	37.000
Audio & video	90.000
Building	32.500
Elektrical	33.000
Manuals for household appliances	46.000
Lifting and handling equipment	32.500
IT - software	33.000
Farming and agriculture	35.000
Welding	22.000
Food technology	25.000
Industrial machine manuals	71.500
Optical instruments	61.000
Pump technology	21.000
Printers, copiers, industrial labelling machines and scanners	50.000
Production lines for window frames	73.600
SAP	29.000
Automation of urban transport	70.000
Sanitary, hvac and energy-efficient home technology	58.000
Automotive	106.500
Do-it-yourself, tools, small parts	156.000

Dutch > German
Total: 320.200 words

English > German
Total: 111.000 words
Editing of Dutch texts

English > Dutch
Total revision: 434 hours

German > Dutch
Total revision: 240 hours

Dutch > German

Internal communications	23.000
Commercial contracts	22.000
Probation evaluations	30.000
CNC-automation, metalworking machines	23.000
Power plants & power grids	22.000
Transport	20.000
Pump technology	38.000
Lighting systems	20.000
Botanical Handbook	20.000

REVISION

General subjects	133 hrs
Technical / IT- / medical texts	223 hrs
Post-Editing of Machine Translation (PEMT)	77 hrs
General subjects	122 hrs
Technical / IT- / medical texts	80 hrs
Juridical pieces	31 hrs
General subjects	58 hrs

Invigilation

Surveilling at tests after IT-training sessions for iSQL (international Software Quality Institute), the independent organisation for the certification of software-testers.	3 to 4 times a year as from 2014
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Just a few of the end clients:

Disney, Mouser, Essentra, Eterna, Bernina, Hitachi, Kingsland, Basf	<u>Via:</u> Lingo24
Bosch, Busch, Fessmann, Hedelius, Komatsu, Liebherr, Rabe, Venta	Tetras
Aluro, Bloomedical, Conforma, Heidenhain, Schindler, TenneT, VMD	Multilex
Daimler, Equitana, Kyocera, Leica, LiquiMoly, Norden, Rath, Renault	languagewire

Current as of 31-12-2013
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