

Curriculum Vitae: Colin Middleton MBA

Personal Details

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| • Marital status | Married |
| • Nationality | British |
| • Place of birth | Manchester |
| • Place of residence | Almelo |
| • E-mail address | cmiddleton@cmtranslations.nl |
| • Mobile | 0624-295-544 |
| • Sport/Hobbies | Golf, Snooker, Manchester United |



Languages

English	Mother tongue
Dutch	Fluent

Summary (translation relevant) Working experience

CM Translations vof: 2002 – on-going.
Translation agency together with my wife.

- Translations between all European languages by native speaking translators.
- Direct customers mainly within industry and the IT branch.
Freelance work for translation agencies. See summary of executed work.

CM Consultancy

- ICT freelance consultancy assignments within industry, insurance, healthcare, etc. From a background in ICT development, within manufacturing & logistics companies, to ICT, interim, programme and project management.
Broad experience in the design, development and implementation of ERP (Enterprise Resource Planning) systems and the execution of Business Intelligence (BI) projects.
Knowledge and experience of ITIL, BSL. PRINCE2 certified.

Recent assignments:

- Rialto/Waarborgfonds insurance (2005-2006)
- GGD Central Netherlands (Healthcare organization) (2005-2006)
- Centraal Beheer Achmea insurance (2008-2009)
- Royal Auping (Bedding manufacturer) (2010-2013)
 - Project management of the design and development of a web-based marketing system for the Auping stores in the Benelux.

⇒ Writing proposals, contract negotiations and documentation.

Vanenburg Business Systems – European Service Programme Mgr. (ICT Consultancy)

- ERP Programme Management. Coordination and advice regarding the manner of project management and implementation of ERP systems.
- ⇒ Translation and writing of project documentation, marketing papers & brochures, administrative procedures, proposals etc.

Vanenburg Business Innovation – Baan Competence Solution Programme Mgr.

- Responsible for the development and promotion of a (ITIL) management methodology in relation to Baan ERP. Advice given to IBM Denmark, Barco (Belgium) about the organization of a Competence Centre.
- ⇒ Translation and writing of ICT business proposals, product and service documentation, marketing papers & brochures, handbooks, procedures and system specifications.

Burns Philp Europe – European ICT Manager. (Food industry)

- Responsible for all aspects of ICT management, incl. strategic planning, European implementation of an ERP system, development of a European ICT organization and technical infrastructure, advice to management about ICT en business changes.
- ⇒ Writing Powerpoint business presentations, business proposals, software & hardware contracts, etc

Hartman Group – Information & Systems Manager. (Synthetic garden furniture)

- Full responsibility for ICT activities within Hartman. Development and implementation of an ERP system, ICT strategy and planning, supervising business change processes, planning and implementation of a European technical infrastructure.
- ⇒ Writing Powerpoint business presentations, business proposals, software & hardware contracts, etc

Texas Instruments – Information Systems & Services Manager

- Managing all aspects of information and systems facilities for T.I. in the Netherlands. Including business management support and technical infrastructure.
- ⇒ Writing system specifications, business proposals, project plans etc.

Education & Courses

Education

- M.B.A., Henley Management College (Brunel University, UK), Netherlands, April 1997
- B.Sc. Pure Mathematics & Computing Science, University of Sheffield, UK, June 1972

Various courses

- Prince2 (Certified)
- Project Management Professional
- Cognos 8 BI
- James Martin Business Planning and Analyses
- Applied business management
- Oliver Wight MRP-II Business Excellence
- Total Quality Management

Tools

- Trados Studio, Déjà Vu, Microsoft 365. .

Translation documents and projects

(The following is just a small selection of the translation assignments carried out by myself)

Marketing: Brochures, flyers, web sites.

- Various marketing documents, press releases and flyers:
 - ⇒ The Hague Conference Centre
 - ⇒ Press releases, white papers, case studies etc.
 - Thinkwise Software S/W development 2010-present
 - ContentXperience Marketing/Web design 2009-present
 - Agrofair Fairtrade company 2008-present
 - NEDCON Warehouse racks and systems 2014-present
 - ⇒ Heating & air conditioning company.
 - ⇒ Company offering Social Secretariat Services.
 - ⇒ Business service personnel bureau.
 - ⇒ Promotion of a Belgian University.
 - ⇒ Software application brochure.

Technical

- Remote on-line translation of a database containing technical product descriptions.
- Analysis of CE Marking legitimacy for a band-saw machine.
- Various building documents for an architect bureau for new building and renovation projects for Makro and Office Center.
- Large sales manual for valves, hoses, air-conditioning, heating etc.
- Technical, sales and organisational documents for a warehouse storage system manufacturer.
- Quotation and specifications from a roofing company.
- Quotation for the manufacture and assembly of a rotation gripper.
- Government Decision: CFK leakage tightness of refrigeration units.
- Execution of an F.M.E.A. analysis.
- Technical marketing documentation for a composite road surfacing material.
- Handbook for a Universal Bulk Tipper Lorry.
- Letter: Waste recycling.
- National Assessment Directive: LD Steel Slag for use in road building & civil engineering projects.
- Minutes of contract negotiations (16x) between the Dutch railways & an Italian supplier.
- PPT presentation and text: Combined Heat & Power Generation.
- Project Proposition: Traffic speed safety systems for the Heinenoordtunnel.
- (Safety) Procedures & Standards:
 - ⇒ Drawing up of a risk assessment for validations.
 - ⇒ Tropical & Desert versions of UPS systems.
 - ⇒ Automatic Railway Journey Registration.
 - ⇒ Railway Passenger Boarding Doors.
 - ⇒ Induction couplings and integrated machines.
- TNO report: Fire scenarios for passenger trains in the tunnels on the High-Speed Line.
- Website: Machine building company.
- Website: Waste recycling company.

Technical (Energy specific selection)

- Wind turbines (EU)
- Amendment of the 2001 Energy Investment Allowance Implementing Arrangement
- regulations to determine the energy efficiency class and for the determination of the constants and values for the calculation of the relative fuel efficiency
- designation of categories of production plants for the promotion of sustainable energy production in the year 2012
- Draft decision of the Flemish Government regarding amendment of the decision of the Flemish Government of 19 November 2010 regarding general conditions on the energy policy

Business documents: Procedures, Manuals, Analyses, and Organisational.

- Extensive proposal and quotation for the employment of 600 people as part of an HR development program for the European Distribution Centre of a major electronics company.
- Website for an International NL Bank.
- For a major European brewing company:
 - ⇒ Internal Facility Mgt. procedures, tender for administration & technical services.
 - ⇒ Announcement and details of an internal fitness programme.
 - ⇒ Information and specifications for ordering employee safety and computer glasses.
 - ⇒ HRM and IT organisation change announcements.
- Model comparison test of 15 order picking forklift trucks.
- Business training manuals (Change Mgt., Leadership, Communication etc.).
- Regulations & Procedure for a Suggestion Box.

Business documents: Legal and Financial

- Annual reports for a Dutch potato producer
- Annual reports for Delta Lloyd insurance company
- Extensive purchasing terms & conditions from a university hospital.
- Boat charter declaration.
- Purchase contract for a motor yacht.
- Redundancy payment calculation letter.
- Numerous documents covering:
 - ⇒ General terms & conditions.
 - ⇒ Sales & Purchasing terms & conditions.
 - ⇒ Employment terms & conditions.
 - ⇒ Annual reports.

Governmental documents (European Commission, Flemish Government)

- Alcohol interlock legislation.
- Plant usage in food and food preparations.
- Environmental aspects of wind turbines.
- Soil quality, waste management.
- Transport (Radioactive waste, export regulations)
- Energy (Network management, Energy policy)

Information Technology: Software manuals

- Extensive GDPR / AVG documentation for numerous customers.
- Instruction manuals, white papers, website for a Dutch software development company.
- Marketing documentation for a Dutch ERP software supplier.
- ICT articles for a Dutch publishing company.
- System specifications for the Rabobank en Sogetti.
- IT Infrastructure Language (ITIL) Service Management procedures and manual.
- ICT contracts, non-disclosure agreements, etc.
- Ground water level analysis software application manual.
- Baan (ERP) Competence Centre procedures and manual.

Tourism

- Websites and brochures for several Dutch local municipalities.

Environmental

- “Dutch Water Cities”, 50% of a book in cooperation with a 2nd translator. (ISBN 9058751848(NL), 9058751740(EN).
- 6 extensive texts about urban development in the Netherlands for a book entitled “Over Holland”.
- Soil remediation of a rubbish-dump and construction of a sound barrier.
- High water disaster plan.
- Business proposal for supplying waste processing equipment (3x).
- Website for a company providing consultancy on and execution of soil remediation projects.
- “Waterbuurt” district renovation presentation.
- Website containing text concerning a landfill gas extraction project in Slovakia.

Legal texts

- Extensive bankruptcy announcement.
- Description of the Flemish liquidation laws and procedures.
- Issuing of a writ of summons.
- Various legal business letters (Claims, claim rejections, final demands etc.).
- Writ of summons in interim injunction proceedings.

Education

- Stenden University of Applied Sciences (formerly Hogeschool Drenthe)
 - ⇒ Course materials, marketing documents etc.
 - ⇒ Extensive documentation, proposals, minutes etc etc concerning the merger of Stenden University with the NHL University of Applied Sciences (2014-2016)

Sport & recreation

- FIFPro (Int. Fed. of Professional Football Players' Associations).
 - ⇒ Pension Plan
 - ⇒ Newsletters
- Cycling equipment & clothing product information.
- Camping equipment product information.