

Lincy Luyten



Freelance translator English-French-German into Dutch and Flemish

Nachtegaalstraat 16

3540 Herk-de-Stad

Belgium

Mobile : +32 486 62 36 60

E-mail: lincy.luyten@telenet.be or lincy.luyten@gmail.com

Skype: lincy.luyten

Website: www.lincyluyten.com

My Facebook page: <https://www.facebook.com/LincyLuytenTranslations>

Linkedin: <https://be.linkedin.com/in/lincy-luyten-translations-785b2513>

Personal information

Date of birth : 7th May 1975

Nationality : Belgian

Marital status : Married, 3 children

Education

Studies

- 1995 until 1998 : Bachelor degree "Business Translator" at "Katholieke Hogeschool Limburg" in Diepenbeek
- 1993 until 1995 : "Translator English-Russian" at "Katholieke Vlaamse Hogeschool" in Antwerp (bachelor)
- 1987 until 1993 : Secondary education at the school "Ursula-Instituut" in Herk-de-Stad

Additional training

- Typing certificate (School-typ)
- Basic knowledge of Russian at evening classes "Centrum voor Moderne Talen" in Hasselt (1998 – 1999)
- Course of Microsoft Excel Perfection (June 2002)
- Webinars for SDL Trados Studio 2011 (2012)
- Copywriting at Centrum voor Avondonderwijs in Hasselt (2019-2020)
- Online course of Spanish at Cervantes Idiomas (2020)

Language skills

Dutch/Flemish	Native speaker
English	Excellent
French	Excellent
German	Excellent
Russian	Basic knowledge
Spanish	Basic knowledge

Computer skills

- Microsoft Office
- Van Dale dictionaries
- SDL Trados Studio 2017
- Adobe Acrobat Reader
- XTM
- MemSource
- Wordbee

Professional experience

- 1998 - 2000 **Translator** at the insurance company Winterthur Europe in Brussels
Job description :
- Translations from French, English and German into Flemish of insurance policies, company newsletter, press releases and other correspondence
 - Revision and correction of Dutch insurance terms & conditions
 - Establishment of terminology database for insurance terms in different languages
 - Contact with freelance translators and translation agencies
- 2000 - 2005 **Multilingual management assistant** at the Automation/ICT department of Engie Fabricom, a technical solutions provider
Job description :
- Layout and translation of quotations in Dutch, French, English and German
 - Translation of software and equipment manuals into Dutch, French & English
 - Database management in Excel and Access
 - Business correspondence in different languages
 - SAP
 - Layout of PowerPoint presentations in English
- 2005 – present **Freelance translator** translating from English, French, German into Dutch and Flemish. Also proofreading, revision, checking, editing, localisation and copywriting.

My translations

- Legal translations such as code of conducts, minutes of European Works Councils, all kinds of agreements and contracts, terms and conditions, disclosure agreements and warranty terms, but also judicial hearings, police reports, judgments.
- Translations for a major sport store: product descriptions of sport material, tips, instructions of use, presentation of sports and their rules, ...
- Translation of user manuals, owner videos, product reviews, product descriptions for Watkins Europe (hot tubs, fitness pools and swim training systems)
- Commercial texts, product descriptions, instructions for the shop assistants and video testimonials for a major textile brand
- Insurance policies, prevention, risk assessment, press releases, staff magazines and internal communication for some major insurance companies as well as for insurance brokers
- User manuals for e-mountainbike, portable DVD-player, world receiver, alarm radio, but also industrial manuals and operating instructions (converter, thermal combustion unit, ammonia distribution system, powder extractor, piping systems, valves, ...)
- Tourist translations for a major hotel brand, walking signposts in the area of Boulogne and Normandy in France, website translation for 3DOG camping + translation of holiday home descriptions for Ardennes Etape.
- Translations for the food industry, i.e. for the Mamie Nova yoghurt and desserts and KOT-method for losing weight. Mainly product descriptions and lists of ingredients.
- Translation of pet supplies
- Translations of surveys
- All kinds of translations for the Engie Group

References

<u>Milega servicios,S.L.</u>	Spain	Correct and reliable outsourcer	excelent translator. very reactive, high quality
<u>Lingo24 Translation Services Ltd.</u>	United Kingdom	Correct translation agency	

Source: My Proz.com page <https://www.proz.com/profile/105747>