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SABINE HOLVOET

PERSONAL DATA

- Nationality: Belgian
- Age: 32 (18/06/1981)

EDUCATION

1999 - 2003 Hoger Instituut voor Vertalers en Tolken Antwerpen

Master in translation French – Italian – Modern Greek

Graduated magna cum laude

- Thesis: I suffissi alternativi: Analisi morfologica e studio comparativo basato su un *corpus* di testi letterari contemporanei.

2012 - 2013 KU Leuven/Thomas More Antwerpen

European Master in Specialised Translation

Audiovisual Translation – Translation Technologies – Machine Translation & Post-Editing – Terminology – Software Localization

Internship: AutoGids (magazine on cars)

Translator French - Dutch

WORK EXPERIENCE

26/01/04 - 03/10/04 EDS Mechelen

1st line helpdesk agent (Dutch - French - English - Italian)

- > First line support by telephone for Windows, Novell, MS Office, Groupwise, Lotus Notes, BlackBerry, customer specific applications, peripherals (for ISS, Vedor, Ernst & Young, Nederlandse Spoorwegen, Solvay, Aegon). Analyzing and solving software and hardware problems.
- > Incident Manager. Follow up of 'problem calls'.
- > Document coordinator. Keeping the 1st line information database up to date and creating new procedures.

04/10/04 – 03/08 EDS Mechelen

2nd line General Field Support Engineer/Team leader (Dutch - French - English)

- > On site technical support at Ernst & Young. Solving software and hardware problems. Supporting Windows XP, MS Office, Lotus Notes, BlackBerry, customer specific applications, desktop and laptop hardware.
- > Team leader on site GFS-team.

03/08 – 11/08 EDS Mechelen

IT Project Coordinator (Dutch - French - English)

- > On site IT project coordinator at Delta Lloyd Life. Follow up of IT projects.
- > Team leader on site GFS-team.

11/08 – 28/04/10 Pixelixir Waver

IT consultant - Service Delivery Manager

- > On site & remote Lotus Domino support for Delta Lloyd Life, Plastics Europe, Transtec, Landbouwkrediet, Vinçotte, Europal, Cenelec, ...

> Service Delivery Manager: Setting up monthly meetings with customers to discuss support issues. Analyzing helpdesk statistics, discover trends, presenting solutions.

> Support Manager: team leader first line helpdesk

01/05/2013- Virtual Words

Brussels

Project Manager

> Manage various translation/audiovisual projects

01/08/05 -

All Write!

Dendermonde

Sworn translator Dutch - French - Italian - Modern Greek - English - German

> References: rugbyshop.be, Pokercollege, Robinia, Summit Works, Media View, VW PC Support, Global Lives Project, Expertiseburo Jordens & Mertens cvba, Dreamsail, Latexfalt NV, Golden View Localization, Schuimbeton, VVS Laserontharing, TransTech, 2B Translated, Duval Guillaume, Tilburg Translations, 't Zilte, Hansgrohe AG, Herboplanet, Wilkens C.S. Belgium, Nife Translations...

> Specialization: IT & Telecom, technical translations, automotive

> Proofreading/editing

> CAT-tools: Trados 2007 - Trados Studio 2011 – MemoQ 5.0 - WordFast Pro, Systran, KanTan MT

LEISURE

Travel

Climbing (sports climbing, bouldering)

Languages

Cars, bikes

Cooking

LANGUAGES

Dutch (mother tongue)

French

Italian

English

Modern Greek

German

TECHNICAL KNOWLEDGE

MS Office 97, 2000, 2003, 2007

Lotus Notes/Domino 5.0, 6.5, 7, 8, 8.5

Groupwise 5

Windows 98, 2000, XP, Vista, Windows 7

BlackBerry

Barracuda, ...