



Contact information

Name: Sylvie Maes
Company name: Mejora vertalingen
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Studies

2002-2006: Master in translation Dutch-French-Spanish
(Lessius Hogeschool, Antwerp, Belgium)

Professional experience

- 2006-2009:** Commercial Assistant at Fortis Commercial Finance, Turnhout
◇ Translation NL-FR of corporate files, marketing documents, etc.
- 2009-January 2010:** Client Support Officer at Fortis Commercial Finance, Turnhout
◇ Translation NL-FR of corporate files, marketing documents, etc.
- January 2010-March 2010:** Office Manager at Casa International, Itegem
◇ Translation NL-FR, NL-ES of large file with construction terms
- March 2010-October 2010:** Translator/ Co-worker artwork at Linea 2000, Grobbendonk
◇ Translation ENG-NL of household appliance manuals
- October 2010-present:** Customer service (part-time) at Imapress, Turnhout
◇ Translation NL-FR of all sorts of communication towards clients
- October 2010-present:** Owner at Mejora vertalingen, Turnhout

Languages and rates

French - Dutch	0,10 € per word
Spanish - Dutch	0,10 € per word
English - Dutch	0,10 € per word
Minimum rate	35 €, VAT not included
Urgency rate	supplementary cost of 0,02 € per word

Other information

Software	Microsoft Word, Excel, Power Point 2010
CAT-program	WordFast