

Heleen VAN GROOTVEN

Address:

Hombekerkouter 54
2811 Hombeek
Belgium

Mobile phone:
+32 475 38 85 98

Date of birth:

02 April 1990

E-mail

info@vangrootven.be

Experience

03/2015 - 11/2016

Editor and content writer at Pantarein Publishing

- Writes articles for government publications
- Able to process large amounts of information in a short period of time
- Responsible for social media and e-communication

04/2014 - heden

Freelance translator and manager of Van Grootven Translation Agency

- Provides translations to and from Dutch, English, French and Chinese
- Maintains active contact with clients both in Belgium and abroad

2010-2013

General tutoring for secondary school students

- Provided tutoring in English, French, Dutch, Latin and others
- Created tailored lesson plans for each student

01/2012

Hostess, guide and interpreter at Maasmechelen Village's Chinese New Year event

- Accompanied the Chinese delegation during the Chinese New Year's Event of shopping centre Maasmechelen Village
- Served as interpreter for the delegation

Studies

11/2011 – 7/2013

Master of Arts: Sinology
Catholic University Leuven

9/2011 – 11/2011

Chinese Language Classes
Chongqing University (China)

9/2007 – 7/2011

Bachelor of Arts: Sinology
Catholic University Leuven

9/2001 – 9/2007

Diploma Secondary Education
Ursulinen Mechelen
Greek - Latin

08/2005

Certificat niveau avancé français
Language immersion stage (Godinne)

08/2004

Certificate Advanced Level English
Language immersion stage (Bournemouth)

Competences

- **Communication:** As a translator, I am fluent in various languages and experienced with various forms of communication, be they written, spoken or online. I have extensive experience with copywriting for a variety of different clients, all with different needs and demands.
- **Teamwork:** My position with the Red Cross requires me to work in teams on a regular basis. I am adept at working with other people and coming to compromises if necessary, as well as taking initiative.
- **Planning:** I plan my own workflow and make my own schedule. Since I volunteer as a first aid teacher, I also regularly make lesson plans for children of various ages.
- **Organisation:** I was a member (and later president) of my secondary school's student council, requiring me to organise meetings and guide activities. As a Red Cross member, I help with the organisation of lessons and group activities for children.

Languages

Native Speaker

- Dutch

Proficient knowledge

- English
- French
- Chinese

Intermediate knowledge

- German
- Spanish

Basic knowledge

- Korean
- Sanskrit
- Latin
- Ancient Greek

Hobbies and Interests

- Volunteer First Aid Provider with the Flemish Red Cross
- Member of the Youth Red Cross and first aid teacher

Creative Writing

- 2013 Laureate Fedactio Short Story Contest
- 2007 First Laureate VLEKHO Thesis Contest
- 05/2007 – 06/2007 Internship with daily newspaper Het Nieuwsblad
- 2007 First Laureate Davidsfonds Junior Journalist Competition
Mechelen
Laureate Davidsfonds Junior Journalist Competition Flanders
- 2006 Laureate European Visions Competition
- 2003-2006 Certificate Creative Writing
Conservatory Lier