

CURRICULUM VITAE

Personal details

Name : Laura Renate van Staveren
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Date of birth : 24 September 1983
Driver's license : Full Dutch license



Education and Qualifications

February 2018 - present Higher Vocational Education, LOI Hogeschool
Course: BA Translator English

2001 – 2003 Higher Vocational Education, Hogeschool INHOLLAND Delft
Course: Animal Husbandry
Specialisation: Animal Health

1995 – 2001 Higher General Secondary Education, Oostvaarders College Almere
Specialisation: Science and Health

Work experience

2015 – present

L.S. Edits, Rotterdam (self-employed)

Translator, editor

Specialisation: Technical, medical, pharma, chemical, Dutch and European regulations.

Below is an overview of some of the translation projects that I have worked on.

- Translated informed consent forms, background and information sheets for clinical trials
- Translated structural specifications, general provisions and technical provisions for new build
- Translated building inspections reports
- Translated collaboration agreement - contract
- Translated information for medicinal products
- Translated WWII farewell letters
- Translated magazine on injectables
- Translated Code of practise for classifying explosion hazard areas
- Translated brochures for manufacturer in dairy farming industry
- Translated scientific reference documents for forensic psychological evaluation of perpetrators of sexual assault and domestic violence
- Translated machine manuals
- Translated and edited material safety data sheets
- Translated various website texts
- Translated medical articles

- Translated patient medical records
- Translated hospital reference work on radiotherapy
- Translated guidelines, building specifications, and design and implementation documents for construction of new buildings
- Translated pharmaceutical information, clinical data, and labels for medicinal products
- Translated articles concerning environmental prohibitory injunction
- Translated and edited books on various subjects

2006 – 2015

Weska B.V., Rotterdam

Sales representative

- Translated various material safety data sheets and machine manuals.
- Processing orders and quotation requests.
- Handling (international) client communication.
- Processing technical service reports and technical failure notifications.

2005

Yanmar Europe, Almere

Sales representative, Scandinavia division

- Processing orders.
- Handling international client communication.

2004

International Construction Equipment BV, Almere

Assistant Purchase and Logistics

- Processing orders.
- Handling (international) supplier communication.
- Ensuring ISO and NEN certifications and declarations were up to date.
- Managed stocks, warehouse location allocation, and allocation of part numbers.

Skills

- Computer skills : MS Office (Word, Excel, PowerPoint, Access, Outlook), Adobe Acrobat, Wordfast Pro, QuarkExpress, CMS, Unit4 Multivers
- Languages : Dutch – native (fluent spoken and written)
English – near-native (fluent spoken and written)
German (reasonable spoken and written)
French (basic spoken and written)

Other courses

- : Course classical languages (via Oostvaarders College)
Certificate “Classical languages” achieved.
- Course blind typing (Scheidegger)
Diploma “Typewriting 10-finger system, blind” achieved.

Participation during three years in the Model United Nations.

Interests

- : Music, reading, animals, computers, arts, dance, movies, travels, languages, mythology, organising live action role-play events.

References

- : On request.