

Curriculum Vitae

Personal Data

Surname: **Muller**
First Name: **Menke**
Nationality: Dutch
Location: Brno, Czech Republic
Phone: **+420 776 740 303**
E-mail: menkemuller@gmail.com
LinkedIn: <https://www.linkedin.com/in/menke-muller-56034529/>
ProZ: <https://www.proz.com/translator/2022833>

Education

2010–2012 Master *General Linguistics*, University of Groningen
2005–2011 Bachelor *Romance Languages and Cultures*, University of Groningen (main language: Spanish, second language: Portuguese)
2004 Language course Spanish in Salamanca, Spain for nine weeks.
1998–2004 High School (*Dutch*: vwo), Roelof van Echten College in Hoogeveen, Netherlands

Work Experience [Translation]

Jan 2017–now **Freelance Translator**, English to Dutch

lengoo GmbH: marketing texts for a car rental company and a hosiery store, as well as a website for a producer of films (stretch films, shrink films) and bags (bin bags, carrier bags) from English to Dutch

Targo Translations: proofreading of content for shares trading website (incl app)

Boo Enterprises: primary translator for their website boo.world

Edit Perfectly: automotive parts for e-shop; website content for an investment gold company

Talking Heads: lists of ingredients for beauty products and food, as well as other product label text and marketing copy for dog food

2013–2017 **Translation Team Leader** at Apprise Software

Expanded the team from 4 to 7 languages. Formalized the team's work, introducing more standards and ways of sharing knowledge. Expanded the team's tasks with tutorials

recording project. Led the process for German accounting certification. Continued work as a Dutch translator.

2012–2013

Translation Specialist at Apprise Software

Translation of ERP software for consumer goods distributors and importers (EN > NL). Translation of marketing material (EN > NL). Translation of company's web site (EN > NL, ES).

Work Experience [Other]

Jan 2020–now

Deputy Head of DACH Department at Janus Worldwide

In addition to my functions as a project team lead (see below), as deputy head, I was responsible for the DACH department during absence of the department head. Tasks mainly involved assisting employees outside my own team.

Oct 2018–now

Project Team Lead at Janus Worldwide

Led a team of up to 4 project managers and 4 in-house linguists, training them in their role when they joined the company and assisting them with projects when needed. In this role, I also continued work as a project manager. Additionally, my role meant a stronger focus on optimization of process flows and quality control, as well as attending cross-departmental meetings about improvements within the company.

Jan–Sept 2018

Localization Project Manager at Janus Worldwide

Ran projects for multiple clients from start to finish, including creating quotes, selecting suitable linguists, preparing files in CAT tools, collaborating with internal DTP and QA departments, expanding term bases, and finding opportunities for improvement (of the process flow, of quality control and more).

Languages

- | | |
|-------------------------------|--------|
| - Dutch | native |
| - English, Spanish | C1 |
| - German, Danish | B1/B2 |
| - Czech | B1 |
| - French, Italian, Portuguese | A2/B1 |

Tools

- CAT tools: memoQ, SDL Trados Studio, Memsource/Phrase, Déjà Vu
- Microsoft Office: Word, Excel, PowerPoint, Visio
- Adobe InDesign